ENCOMPASS | **Accounts Payable**

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Course Description

This course provides hands-on instruction in processing payments in the Payables application. Participants learn the flow of external and internal invoices from vendor, to voucher, to payment, to General Ledger accounting entries. Participants also become familiar with many operational Payables reports and examine how Payables integrates with other ENCOMPASS applications.

Course Objective

By the end of this course, agency users will be able to:

- Enter various types of vouchers
- Approve vouchers
- Submit vouchers to AOS for payment
- Troubleshoot and correct vouchers
- Load high-volume payments
- Record manual SDO payments
- Process payments for SDO vouchers
- Process reimbursements for SDO payments

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Chapter 1

Payables Overview

Chapter Overview

This chapter provides a high-level overview of Payables, presents the changes to Payables resulting from the ENCOMPASS implementation, and examines the objectives of the course. We will look at the major features and functions of Payables and examine the points of integration between Payables and other ENCOMPASS applications.

Chapter Objectives

By the end of this chapter, you will be able to:

- Explain the high-level req-to-check process in ENCOMPASS
- Explain the voucher lifecycle
- Identify the changes to Payables as a result of the ENCOMPASS implementation

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1.2

Changes in ENCOMPASS

When the new system is live, many changes will occur for the State of Indiana due to AOS using the ENCOMPASS system. Below is a listing of many of the changes you will see when ENCOMPASS goes live.

- VINQ does not exist for processing. All vendor records are in ENCOMPASS.
- There will no longer be a process to update AOS check numbers.
- The "Object" field is now named the "Account" field.
- All POs must have a receipt before a voucher can be entered for them.
- All vouchers must have a receipt date, even vouchers that do not have a PO.
- The payment method (on the Payments page) will default to ACH. Agencies should not change the payment method, unless they are entering an SDO voucher.
- Users no longer have to enter a 1099 withholding code. These codes will now default based on vendor and account (object) number.
- Document tolerance, budget checking, and posting are run as batch processes every two hours. DO NOT perform these processes yourself.
- Agencies will no longer process pay cycles, unless the agency processes SDO pay cycles. All non-SDO payments are processed by AOS.
- Agencies will no longer enter adjustment vouchers to record late payment interest. Interest will now be calculated and recorded within ENCOMPASS, when payment is made.
- Payments to vendors will be consolidated by business unit (agency).
- Federal funds are no longer exempt from budget checking.
- Searching for a vendor tax identification number (TIN) will now be a masked search. You will be able to search by TIN but won't see the TIN on the voucher.
- All ENCOMPASS document numbers are now auto-generated: vendor records, requisition, purchase orders, vouchers, and payments.
- Payments are created based on the scheduled due date of the voucher. Therefore, the vouchers submitted to AOS in a single pouch will not all be paid at the same time.
- The accounting date on vouchers does not need to be future-dated.

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1.3

New ChartFields and Codes

New ChartField Name	Replaces	Description
Fund (required field)	Fund/Center	Fund is the primary means within a Business Unit for tracking and relating specific sources and uses of revenues or budget authority.
Account (required field)	Object	The account number is used in the traditional manner for classifying specific transactions according to the nature of the receipt, expenditure, or effect on the financial position of the Fund or entity.
Program (required field)	(No change)	The Program ChartField is a classification of an activity according to the purpose or objective of the activity. One initiative, PROBE, supported the identification of these activities, and Program values have been established from the resulting report.
Department (required field)	(No change)	The Department represents an organizational function to which expenditures and other activities must be identified. Its values correspond directly to the Department values in the PeopleSoft Human Resources module.
Product		The Product ChartField is used to track costs of goods or services provided to other State agencies.
Locality	Class	The Locality ChartField identifies a geographic location or geographic area.
Incident		Incident is a transactional classification used to track costs associated with a particular event or activity, such as a hurricane or tornado, as determined by the Statewide Financial Policy Group.
Project		A Project is an accumulation of costs for a definite period of time. Includes all federal grants, capital projects, and construction.
Budget Reference (required field)	(No change)	The Budget Reference is used to identify the State fiscal year associated with the particular transaction.

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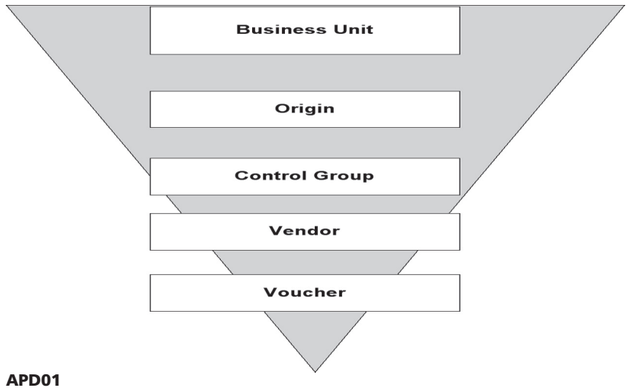
1.4

Payables Control Hierarchy

Business Units sit on top of a control hierarchy that facilitates both voucher entry and payment processing. When you enter default values and select processing rules on the levels that govern this default hierarchy, the system initially validates the information for you—and validates it again during transaction processing to verify it is using the correct values assigned at the level you designate.



APD01

Term	Description
Business Unit	Each agency of the State of Indiana is a business unit. This designation allows all accounts payable transactions to be recorded and tracked separately by each agency.
Origin	The initials of the person who is entering the voucher.
Control Group	Used to group vouchers together for the purpose of controlling voucher input. Generally, used for assigning vouchers to data-entry personnel and for verifying input. Batch voucher input is a common use of a control group. The State does not use control groups for online voucher entry; however, the Voucher Build process does create vouchers in control groups
Vendor	The party who is being paid.
Voucher	Once an invoice is entered into the system it is considered a voucher.

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1.5

Requisition-to-Check Process

At the State of Indiana, the requisition - to - check process is changing. Most purchases require a requisition, which is used to build a purchase order. When the goods or services are received, a receipt is entered into ENCOMPASS. When the invoice (voucher) is entered into ENCOMPASS, the receipt must be copied over to the voucher before payment will be made. Some exceptions to this rule are for invoices such as utility bills. For these vouchers, a received date is required on the voucher for the date the service was received.

When goods or services are requested, users (requisition entry role) create a requisition using the e-Procurement menu option in ENCOMPASS. The requisition is budget checked, which creates a pre-encumbrance on the General Ledger. This means the amount of the requisition will be subtracted from budget dollars available for spending. If the requisition passes budget check, it goes through an approval process before a purchase order is created.

Once the requisition is approved, the user (PO entry role) creates a purchase order from the requisition. The PO goes through the budget-checking process as well. When this occurs, the pre-encumbrance is closed and an encumbrance is created. The PO is then dispatched to the vendor for the purchase of the goods or services.

When the goods or services are received, the user goes into ENCOMPASS and records the receipt of the goods or services. The encumbrance remains in the system as the voucher has not yet been entered or posted.

The vendor sends an invoice to the agency for the goods or services, and the agency enters the invoice as a voucher in ENCOMPASS by copying the PO Receipt data. Vouchers must go through document tolerance checking to verify that the invoice and the PO meet the tolerances created by the State. These tolerances are the lesser of 10% or $500. The voucher also goes through the budget-checking process, which relieves the encumbrance and records the actual expenditure to the General Ledger. In addition, vouchers go through the agency approval process to verify accuracy of input. Once the voucher has been approved at the agency level, the actual invoices (with the required documentation, SOIAP008 query cover, and the transmittal forms) are sent to AOS for final approval and payment processing. Before sending the original documentation to AOS, agencies should make copies for their records.

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AOS approves or denies the vouchers sent to them. For all of the approved vouchers, payments are made—either by check or by ACH—and the process is complete. If AOS denies a voucher, the voucher is sent back to the processor for correction with an explanation of what needs to be changed. After changes are made, the voucher goes through the approval process again before AOS processes the payment.

Voucher Lifecycle

All agencies will enter vouchers as they have done in the past. A change occurring in January is that most vouchers will now be associated with a purchase order and receiving information, which is entered into ENCOMPASS. However, some vouchers such as phone bills will not have a purchase order associated with them, so the process for those vouchers is different. On the next couple of pages are two flow charts that illustrate the process for PO and non-PO vouchers.

One major difference in voucher processing is that all purchase orders are now encumbered. What this means is that when a voucher is entered into ENCOMPASS, a batch process will run to budget check the amount on the voucher against the budget amount in the fund to ensure there is enough money in the fund to pay for the purchase. This is a change in ENCOMPASS as not all purchase orders were encumbered before.

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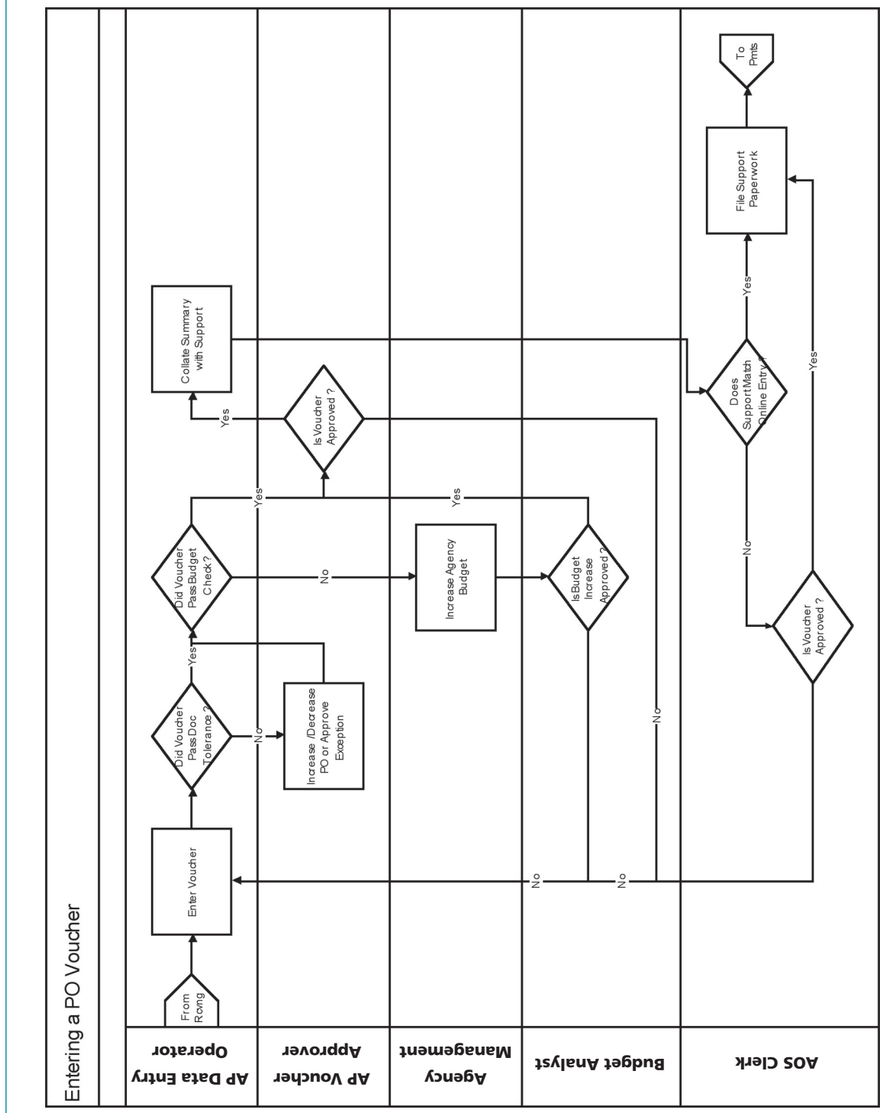

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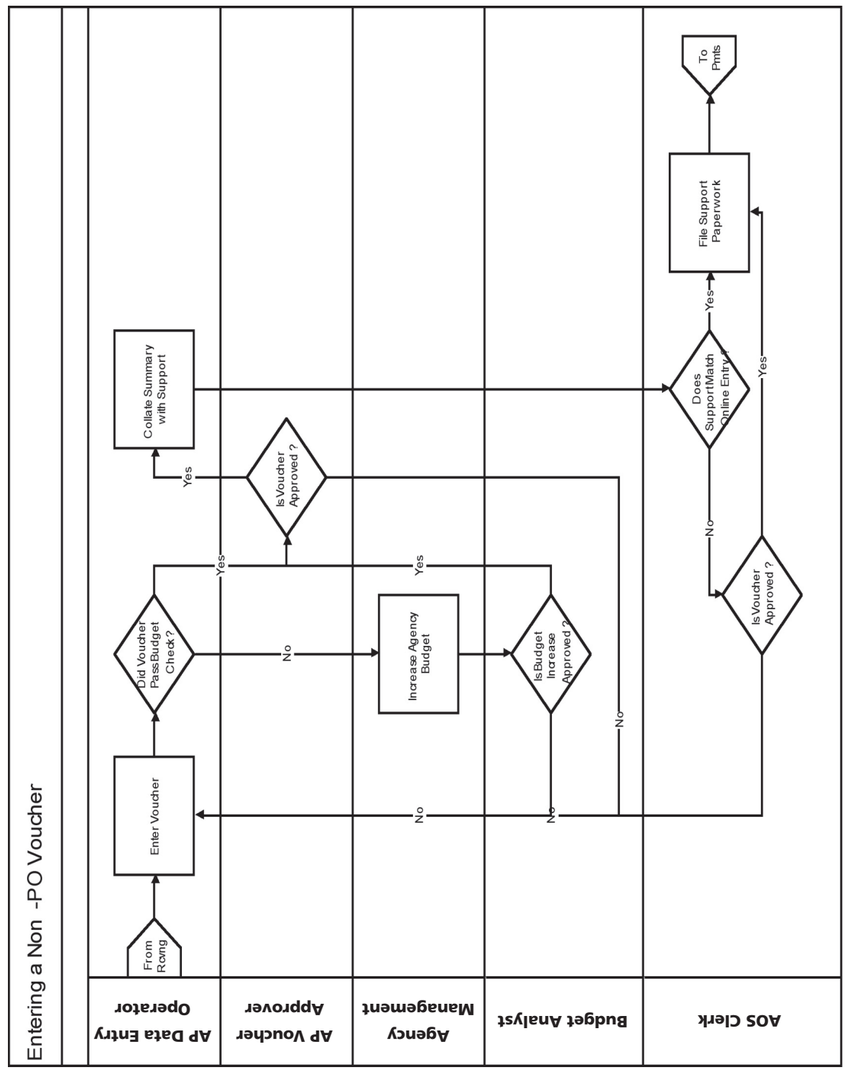

APD03

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Running the SOIAP008 Query

After entering vouchers users should run the SOIAP008 query, which lists the majority of the important fields entered on vouchers. Users should then audit the invoices against the query to verify that all vouchers have been entered accurately and to check for budget checking errors, posting status, and other common errors. This query will also be used as backup information on invoices sent over to AOS for processing.

Batch Processing

There are three processes that run throughout the day every two hours automatically between the hours of 7 am and 5 pm. Users generally should never run these processes themselves.

Process	Description
Document Tolerance	This process verifies that the invoice is within tolerances set for the corresponding purchase order. The tolerances are the lesser of 10% or $500. If an invoice is entered outside of these tolerances, the voucher will have an Invalid status and will require a change order to be entered.
Budget Checking	The Budget Checking process ensures that the invoice entered does not exceed the total budget amount.
Voucher Posting	This process posts the accounting entries on the voucher so they can be loaded into the General Ledger the next time the Journal Generator process is run for the GL (usually every night).

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Voucher Approval and Payment Processing

After vouchers have been entered into ENCOMPASS, they must be approved by the different approvers within the agency. Each agency has the option to decide how many levels of approvers it will have, as long as the agency meets the minimum levels of approval as set forth by the State Board of Accounts. After agency approval, the collator will run the transmittal forms for each invoice and will attach all of the invoices ready for payment, along with any supporting documentation and the SOIAP008 query cover sheet. This packet will be sent to AOS for approval and payment.

Before AOS runs the pay cycle, they will audit the transmittal form to the actual invoices. The final approval comes from AOS before payment processing begins. If they deny a voucher, that voucher will be sent back to the processor for fixing.

SDO Voucher Lifecycle

SDO vouchers are entered as they have been in the past. Agencies that manually write SDO checks enter vouchers into ENCOMPASS and record the check number on the voucher Payments page. Agencies that print SDO checks from ENCOMPASS enter vouchers and run a Pay Cycle to create payments by printing them on check stock. Vouchers will still need to be approved.

To receive reimbursement from AOS for SDO payments, you create an SDO reimbursement voucher and print an SDO Transmittal Form to submit to AOS. See Chapter 6: Processing SDO Payments for instructions on performing these tasks.

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Forms

Forms currently on the AOS website will have new financial information. You must use the system and the ENCOMPASS forms, such as the Report of Collections and Transmittals.

Reports

The reports agencies use to balance every day are the same reports you have in Alchemy, for example:

- Agency Revenue Activity
- Report of Payments Issued by Type
- Fixed Assets Report
- Federal Reporting Reports

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ENTAP Training

Chapter 2

Entering Vouchers

2.1

Chapter Overview

This chapter provides an overview of entering vouchers in ENCOMPASS.

Chapter Objectives

By the end of this chapter, you will be able to:

- Find an appropriate vendor in ENCOMPASS
- Enter a voucher for non-PO items and services
- Enter a multiple line-item voucher
- Split the accounting distribution for a line item
- Create a voucher from a PO receipt
- Run the SOIAP008 query for verification of input
- Enter an adjustment voucher (credit voucher)
- Enter a journal voucher
- Run the voucher build process to load a large number of vouchers into the system (process available to limited number of users)

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2.2

Voucher Overview

All payments made by the State of Indiana must be entered into ENCOMPASS. You enter a voucher into ENCOMPASS for the following types of invoices or payments:

- Claim vouchers for non-PO items or services
- Purchase order items or services
- Travel and expense reimbursements (unless your agency uses the Travel and Expenses module)
- SDO payments

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2.3

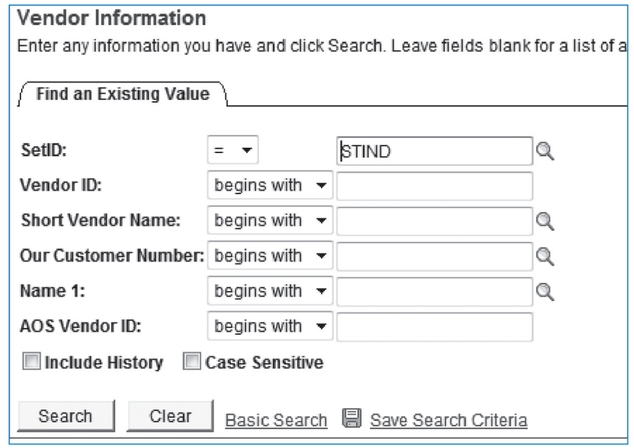
Vendor Lookup

As the first step in entering a voucher, it is required for all users to verify the vendor is active in the ENCOMPASS system and to verify the Remit to address is correct for remitting payment.

Navigation

Vendors >> Vendor Information >> Add/Update >> Vendor

Enter the Vendor ID or other applicable information to find the vendor you need.



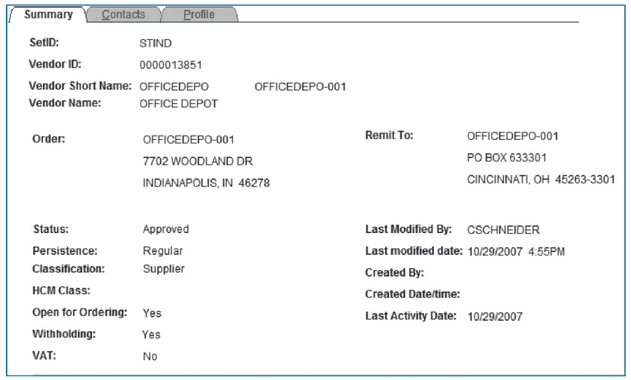
APSC02 Find an Existing Value tab

Step	Action
1	Enter all applicable search criteria.
2	Click Search.

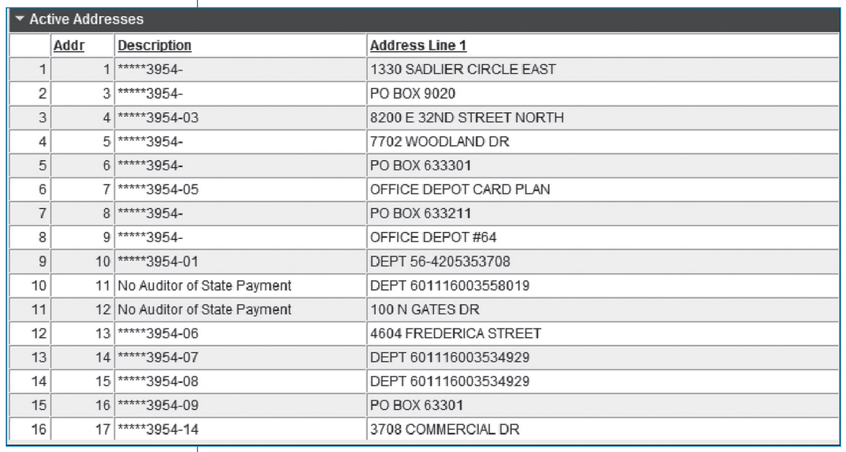
APT04

Procedure | Verify the Address

Once you navigate to this page, verify the information presented on the page. Also, verify that the remit to address is correct in the system.



ARSC03



Active Addresses

	Addr	Description	Address Line 1
1	1	*****3954-	1330 SADLIER CIRCLE EAST
2	3	*****3954-	PO BOX 9020
3	4	*****3954-03	8200 E 32ND STREET NORTH
4	5	*****3954-	7702 WOODLAND DR
5	6	*****3954-	PO BOX 633301
6	7	*****3954-05	OFFICE DEPOT CARD PLAN
7	8	*****3954-	PO BOX 633211
8	9	*****3954-	OFFICE DEPOT #64
9	10	*****3954-01	DEPT 56-4205353708
10	11	No Auditor of State Payment	DEPT 601116003558019
11	12	No Auditor of State Payment	100 N GATES DR
12	13	*****3954-06	4604 FREDERICA STREET
13	14	*****3954-07	DEPT 601116003534929
14	15	*****3954-08	DEPT 601116003534929
15	16	*****3954-09	PO BOX 63301
16	17	*****3954-14	3708 COMMERCIAL DR

ARSC04

Summary page

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Entering a Voucher for Non-PO Items or Services

You have received a non-PO (claim voucher) invoice, and you need to create a voucher in the system to pay the invoice.

Before you even begin to enter a voucher, you must first verify that the correct vendor information has been entered into ENCOMPASS. You must verify the name of the vendor and the correct remit to address before processing a voucher. If a change needs to be made, notify AOS. If the vendor does not exist in ENCOMPASS, Direct Deposit information is required along with a completed W-9 form signed by the vendor. Use the State's version of a W-9; it can be found on the AOS website. Send these forms to AOS, which is responsible for entering and maintaining vendor information.

A new feature has been created for non-PO vouchers. You must now enter a received date for the invoice in the *Received Date* field on the Invoice Information page. If the invoice is for a utility bill, for example, enter the last date of the month or the billing cycle. The *Received Date* is a required field. An error message will display if this field is not populated.

To enter a voucher for non PO items or services:

A. Add vendor, invoice number, date, and amount.

B. Add item information, accounting distribution information, and receipt date.

C. Verify payment information.

Navigation

Accounts Payable >> Vouchers >> Add/Update >> Regular Entry

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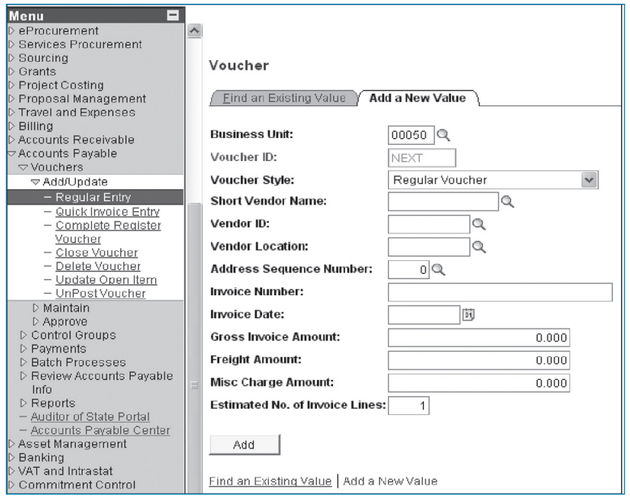
Procedure | Add Vendor, Invoice Number, Date, and Amount

Use the Add a New Value tab to enter a new voucher. Note that the Voucher ID field says NEXT. After you enter the voucher information and save, the system assigns a voucher ID number. If you need to look up an existing voucher, use the Find an Existing Value tab.

Make sure you click on the Vendor ID field to verify the existence of the vendor before proceeding.

NOTE

Freight is no longer entered as a separate line item within the voucher you are creating. You must enter freight in the **Freight Amount** field on the **Add a New Value** page before starting to enter the voucher information. The Freight field on the Invoice Information page is currently not active.



APSC05 Add a New Value Tab

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Step	Action
1	Accept the default Voucher Style **Regular Voucher.**
2	Enter the **Vendor ID.**
3	Enter the **Invoice Number**.
4	Enter the **Invoice Date**.
5	Enter the **Gross Invoice Amount**.
6	Enter the **Freight Amount**.
7	Click **Add**.

APT05

Guided Activity

Step	Action
1	Business Unit: **<defaults>**
2	Voucher ID: **NEXT**
3	Voucher Style: **Regular Voucher**
4	Short Vendor Name/Vendor ID: **<search for Staples>**
5	Invoice Number: **783xx**
6	Invoice Date: **<today's date>**
7	Gross Invoice Amount: **50.00**
8	Freight Amount: **5.00**
9	Total Voucher Lines: **1**

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Procedure | Add Item Information, Accounting Distribution Information, and Received Date

Use the Invoice Information page to enter or view invoice information, including vendor information, non-merchandise charges such as freight, and invoice line and distribution information.

Use the Invoice Lines group box to enter information for each line item on the invoice: the merchandise amount, the unit price, quantity, and description. You may enter as many lines as you need. The system automatically calculates the line and distribution amounts based on the gross amount less freight and miscellaneous invoice charges.

The withholding code is now driven by the type of vendor and Account (object) code. You do not need to enter it. You can click the Withholding link to view or verify withholding information.

All vouchers must have a receipt date. For non-PO vouchers, enter the date of service or the last day of the month (for a utility bill, for example).

The chartfields required in the Distribution lines are Fund, Account, Department, Program Code, and Budget Reference. Additional fields such as Project may be required for your agency.

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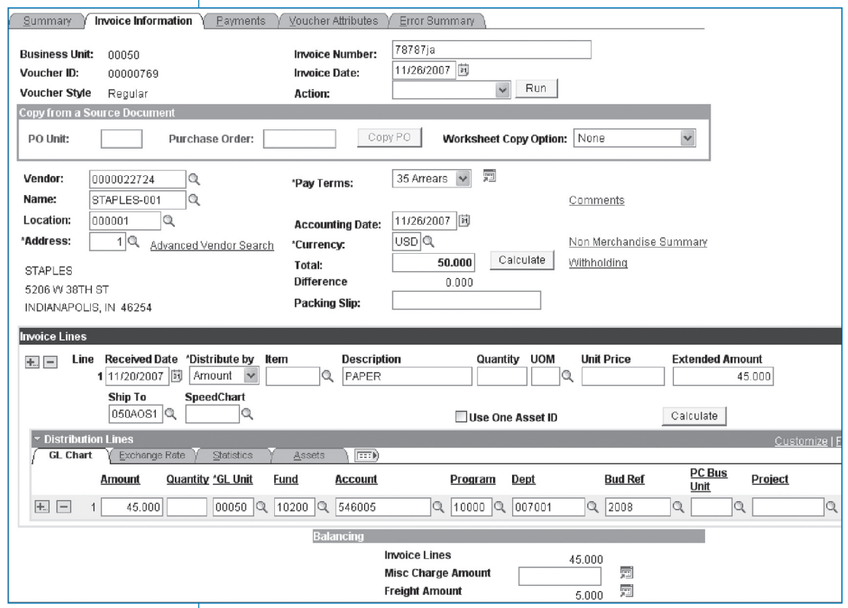

APSC06 Invoice Information page

Step	Action
1	In the **Received Date** field, enter the date the invoice was received.
2	Click the **Comments** link to add comments.
3	Click the **Withholding** link to view or verify withholding.
4	Enter the item information and accounting distribution information.
5	To add another line item, click the **Add** icon in the Invoice Lines section.
6	To add another accounting distribution for a single line item, click the **Add** icon in the Distribution Lines section.
7	Click **Save**.

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Guided Activity

Step	Action
1	Pay Terms: **<defaults to 35 Arrears>**
2	Accounting Date: **<today's date>**
3	Received Date: **11/30/2007**
4	Description: **PAPER**
5	Fund: **10200**
6	Account: **546005**
7	Program: **10000**
8	Dept: **007001**
9	Bud Ref: **2008**

Procedure | Verify Payment Information

On the Payments page, you can record a manual payment (for SDO manual payments only, which are discussed in Chapter 6 of this manual) and put a payment on hold. If you need to change the scheduled due date, contact AOS as users cannot make changes to the scheduled due date. When the voucher is saved, the system calculates the due date based on the payment terms. After ENCOMPASS goes live, messages entered in the Message field in the Payment Method section WILL print on the check or remittance advice.

After payment is made, the Payment Inquiry link becomes available. The other links are not used.

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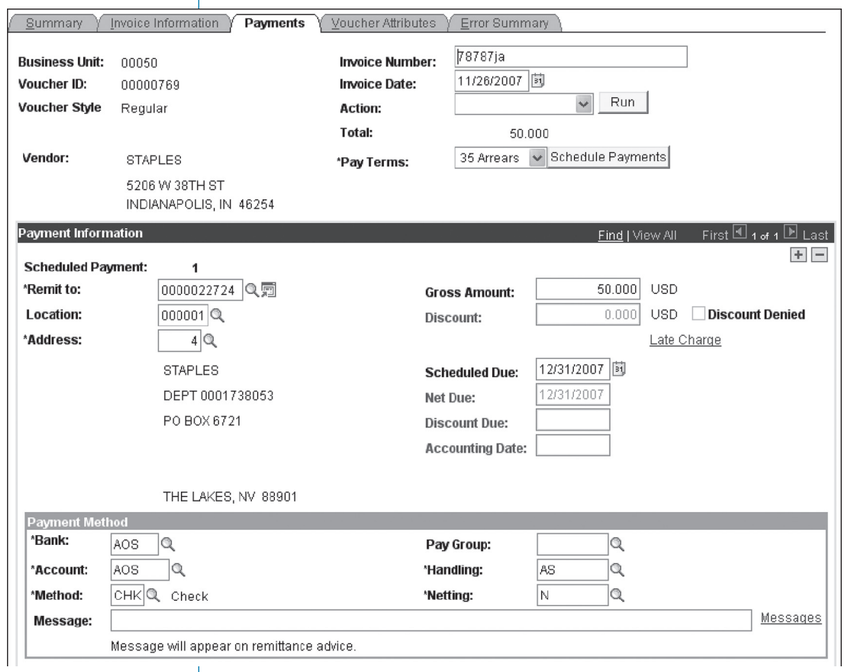
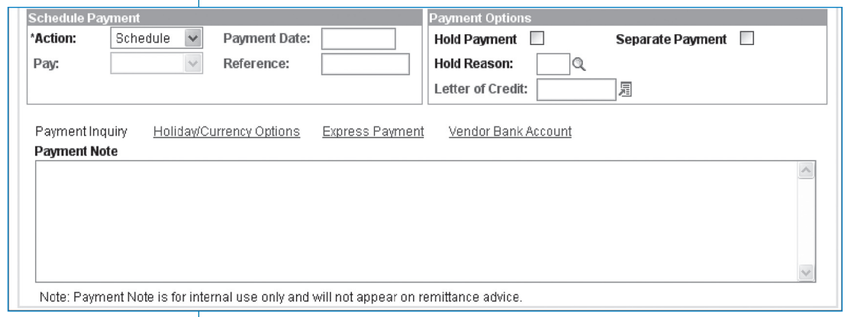


APSC07



APSC08

Payments page

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Step	Action
1	Verify the **Remit To** address.
2	Verify the correct Bank, Account, and Method, which default: For claim vouchers, verify the following fields: • **Bank** = AOS • **Account** = AOS • **Method** = ACH Note: For **SDOs**, choose your agency bank and account information.
3	Verify the **Handling Code** and change if necessary. • **AS** = AOS will send the remittances (or checks); AS is the default (i.e., AOS will send out most remittances and payments to vendors) • **GP** = Generic payments; use if an agency wants to send out the remittance (or payment) itself • **TR** = Travel vouchers • **SD** = SDO payments
4	Select the **Hold Payment** checkbox to prevent a voucher from being paid. You must select a **Hold Reason**. Also, you must enter a detailed explanation in the **Payment Notes** box. If the reason for the hold is a dispute with the vendor, you must contact AOS to recalculate the interest charges.
5	Click **Save**.

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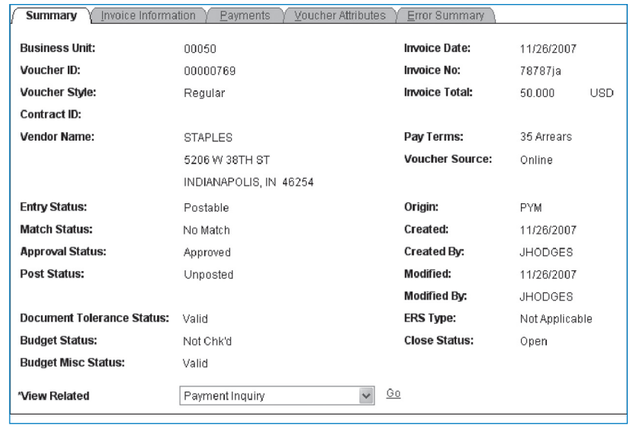
OPTIONAL: View Summary and Error Summary pages

The Summary page and the Error Summary page become available after the voucher is saved. The Summary page provides high-level information about the voucher (vendor, invoice date and number, amount). This is also the page that provides the status of the various processes the voucher goes through.



APSC09 Summary page

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Possible Voucher Statuses

Approval Status

- A – Approved
- D – Denied
- P – Pending

Post Status

- N – Payment Not Applied
- P – Posted
- U – Unposted

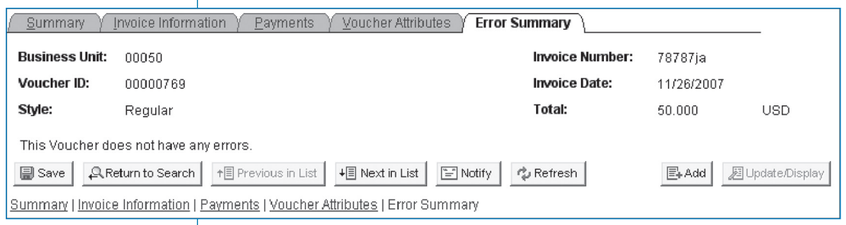
Budget Checking Status

- E – Error in Budget Check
- N – Not Budget Checked
- V – Valid Budget Check

Doc Tolerance Status

- E – Error
- N – Not Checked
- R – Reset
- V – Valid

The Error Summary page shows users any errors that occured upon data entry for the voucher. For example, if a voucher is entered with the same vendor/invoice number combination, an error will occur as duplicate invoice numbers are not allowed at the State of Indiana.



APSC10 Error Summary page

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Entering a Voucher from a PO Receipt

You have received an invoice for items ordered with a purchase order and you need to create a voucher in the system to pay the invoice. You MUST copy the PO information from the PO receipt into the voucher. You cannot enter a voucher for a PO if a receipt has not been entered for the goods or services. If a receipt has not been entered for the PO, contact the person responsible for entering receipts in your agency.

The State has 35 days to pay an invoice, after which the State pays interest. The 35 days is calculated from the later of the received date or the invoice date. These dates must be recorded accurately so that the system can calculate interest correctly.

NOTE

Enter only ONE invoice for each voucher. DO NOT combine more than one invoice per voucher.

To enter a voucher from a PO receipt:

A. Add invoice number and date.

B. Search for PO receipt, select lines, and copy selected lines into voucher.

C. Verify that the copied information matches the invoice.

D. Verify payment information.

Navigation

Accounts Payable >> Vouchers >> Add/Update >> Regular Entry

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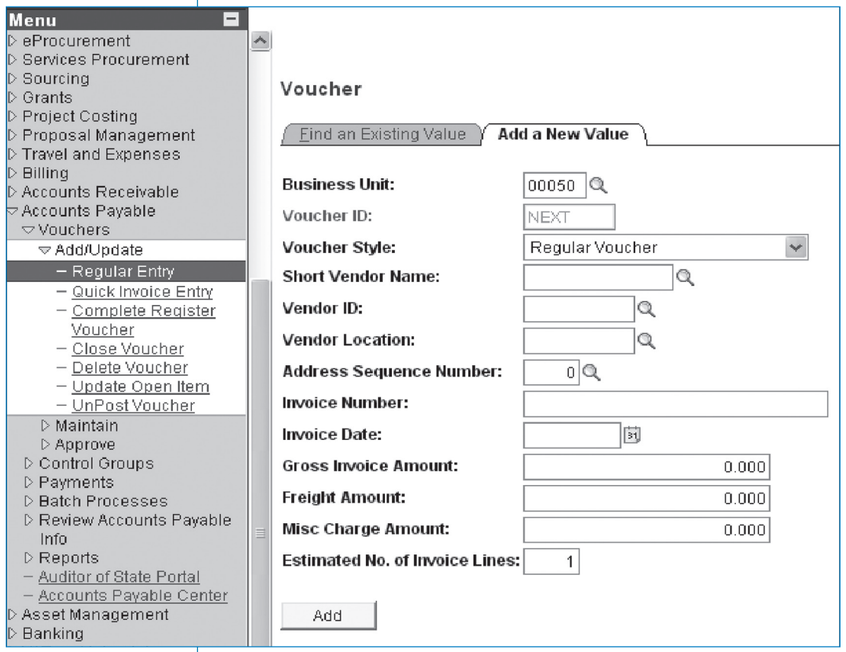
Issue Date: 12/05/2007

Procedure | Add Invoice Number and Date

Use the Add a New Value tab to enter a new voucher. Note that the Voucher ID field says NEXT. After you enter the voucher information and save, the system will assign a voucher ID number.

If you need to look up an existing voucher, use the Find an Existing Value tab.



APSC11 Add a New Value tab

Step	Action
1	Accept the default Voucher Style **Regular Voucher**.
2	Enter the **Invoice Number**.
3	Enter the **Invoice Date**.
4	Click **Add**.

APT08

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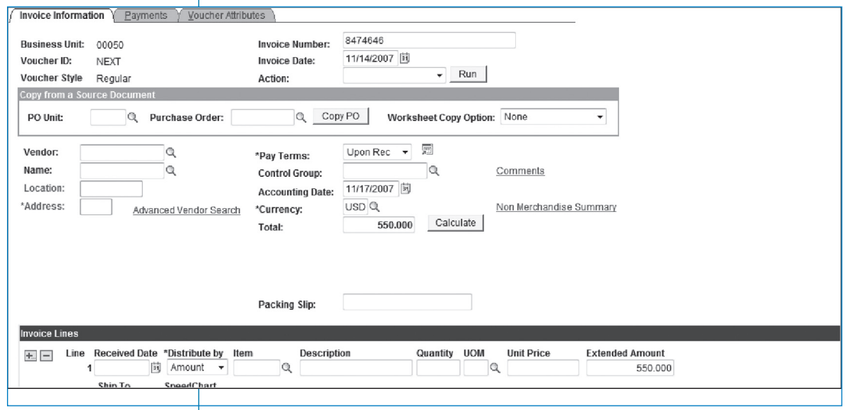
Issue Date: 12/05/2007

Procedure | Search for PO Receipt, Select Lines, and Copy Selected Lines into Voucher

Use the Worksheet Copy Option to find the receiver to copy into the voucher. After you bring in the information from the receiver, you can make adjustments as necessary, such as freight or invoice amount. If the quantity is different, notify the receiver to verify accuracy of the receiving information. Do not change quantities brought in from a receiver.



APSC12 Invoice Information page

Step	Action
1	In the **Worksheet Copy Option** field, select **PO Receipt**.

APT09

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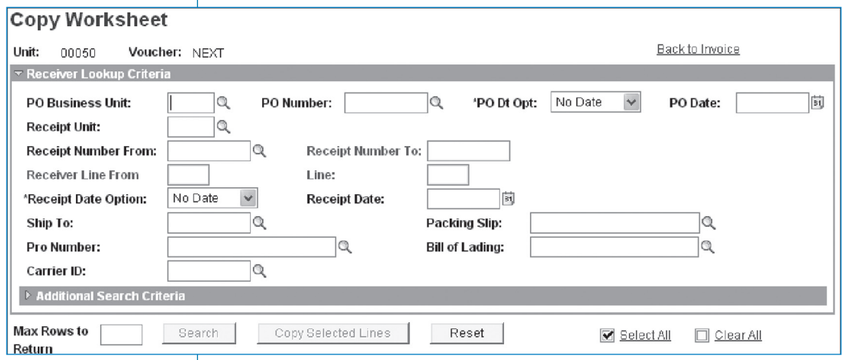
Use the Worksheet Copy Option to find the receiver to copy into the voucher. Use the Copy Worksheet page to look up the receiver for the PO for which you are entering the voucher.



APSC13

APSC14 Copy Worksheet page

Step	Action
2	Enter the **Receipt Unit**.
3	Enter the receipt number in the **Receipt Number From** field.
4	Click the **Search** button.
5	Select the receiver lines that you want to copy to the voucher.
6	Click the **Copy Selected Lines** button.

APT10

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Issue Date: 12/05/2007

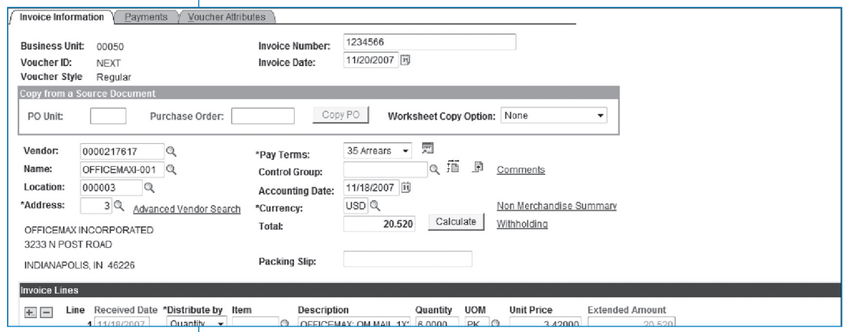
Procedure | Verify the Copied Information Matches the Invoice

It is important to verify that the information copied from the receipt matches the information on the invoice. The dollar amount for a line item can vary, as long as the difference does not exceed the lesser of 10% or $500 (which is the document tolerance limit established in the system).

If the invoice amount exceeds the document tolerance, follow your agency's chain of command for handling budget issues. You may also need to contact the buyer who created the PO. A change order may need to be created for the PO.

If you notice that the accounting information is incorrect, DO NOT CHANGE it on the voucher, because doing so will affect the budget checking status and thus require another round of approvals. Enter a journal voucher to correct the accounting distribution.

On this page is an icon to Finalize the PO ( ). When a voucher is created and the entire PO is received and complete, click the icon to Finalize the PO.



APSC15 Invoice Information page

Step	Action
1	Verify that the information copied from the receiver (vendor, amount, line items) matches the information on the invoice.
2	Verify the date is correct in the **Accounting Date** field.
3	The **Description** field will default from the PO.
4	Click the **Withholding** link to view or verify withholding. (Optional step)
5	Click **Save**.

APT11

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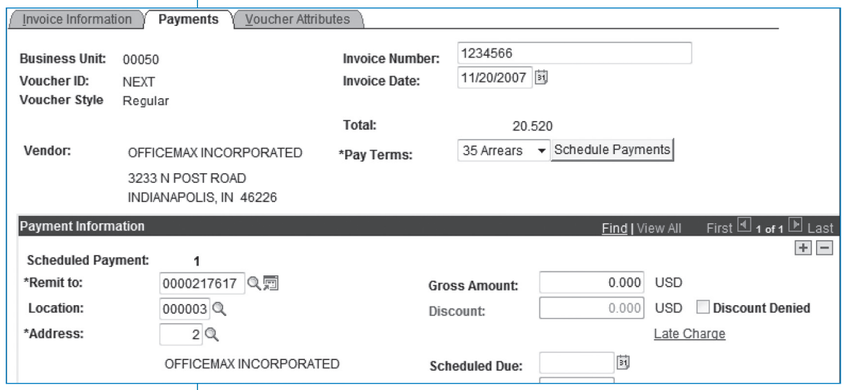
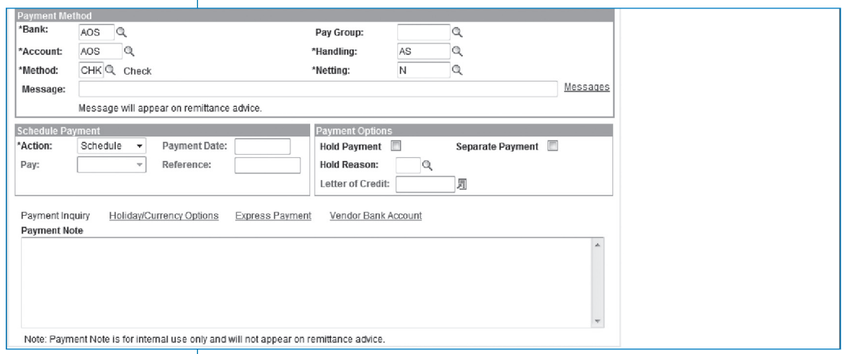
Issue Date: 12/05/2007

Procedure | Verify Payment Information

On the Payments page, you can put a payment on hold if you need to delay it for some reason. When the voucher is saved, the system calculates the due date based on the payment terms. If you need to change the scheduled due date, contact AOS as users cannot make changes to the scheduled due date.



APSC16



APSC17

Payments page

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Issue Date: 12/05/2007

Step	Action
1	Verify the **Remit To** address
2	The Bank, Account, and Method should default. • **Bank** = AOS • **Account** = AOS • **Method** = ACH
3	Enter the appropriate **Handling Code**.
4	Click **Save**.

APT12

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Issue Date: 12/05/2007

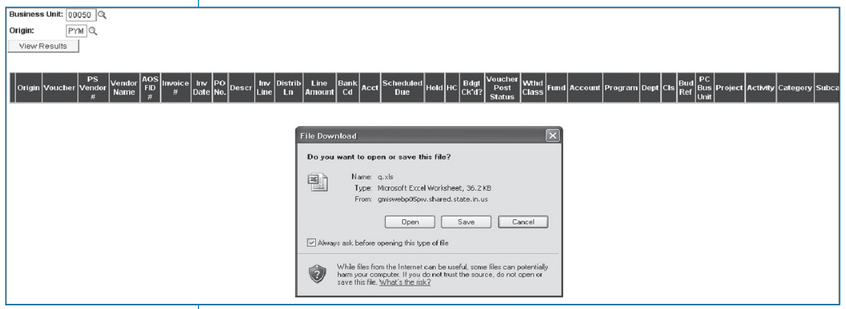
Run the SOIAP008 query to check voucher data entry

After all of the vouchers have been entered, this query should be run to view all of the entered vouchers to verify data accuracy. This query as seen on the next page shows all of the fields entered on the voucher. Data processors must verify their data input. If there are any problems with input, the data processor can reopen the voucher and change it.

Navigation

Accounts Payable >> Vouchers >> Verify Pending Vouchers

A new browser window opens. After you enter the business unit and origin and click View Results, a box displays asking if you want to open or save the Excel spreadsheet. Click Open to run the query.



APSC18 Query SOIAP008 (Verify Pending Vouchers)

Step	Action
1	Enter the **Business Unit**.
2	Enter the **Origin**. (Enter a % wildcard to see all vouchers for a business unit.)
3	Click the **View Results** button.
4	Click the **Open** button.

APT13

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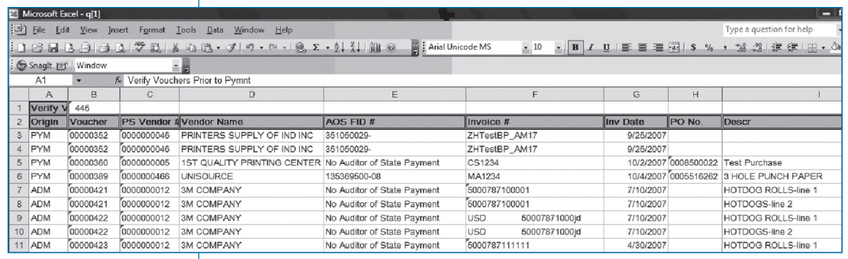
Check each column to verify the data input on each of the vouchers.



Microsoft Excel - q[1]

Verify Vouchers Prior to Pymnt

	A	B	C	D	E	F	G	H	I
1	Verify V	446							
2	Origin	Voucher	PS Vendor #	Vendor Name	AOS FID #	Invoice #	Inv Date	PO No.	Descr
3	PYM	00000352	0000000046	PRINTERS SUPPLY OF IND INC	351050029-	ZHTestBP_AM17	9/25/2007		
4	PYM	00000352	0000000046	PRINTERS SUPPLY OF IND INC	351050029-	ZHTestBP_AM17	9/25/2007		
5	PYM	00000360	0000000065	1ST QUALITY PRINTING CENTER	No Auditor of State Payment	CS1234	10/2/2007	0008500022	Test Purchase
6	PYM	00000389	0000000466	UNISOURCE	135089500-08	MA1234	10/4/2007	0005516262	3 HOLE PUNCH PAPER
7	ADM	00000421	0000000012	3M COMPANY	No Auditor of State Payment	5000787100001	7/10/2007		HOTDOG ROLLS-line 1
8	ADM	00000421	0000000012	3M COMPANY	No Auditor of State Payment	5000787100001	7/10/2007		HOTDOGS-line 2
9	ADM	00000422	0000000012	3M COMPANY	No Auditor of State Payment	USD 5000787100[illegible]	7/10/2007		HOTDOG ROLLS-line 1
10	ADM	00000422	0000000012	3M COMPANY	No Auditor of State Payment	USD 5000787100[illegible]	7/10/2007		HOTDOGS-line 2
11	ADM	00000423	0000000012	3M COMPANY	No Auditor of State Payment	5000787111111	4/30/2007		HOTDOG ROLLS-line 1

APSC19

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Issue Date: 12/05/2007

Entering Credit Vouchers

To capture a vendor credit, use the Adjustments voucher style. You no longer enter a credit line item on a regular voucher.

To enter a credit voucher:

A. Select the Voucher Style *Adjustments* in the Voucher component.

B. Link the adjustment voucher to the voucher being corrected.

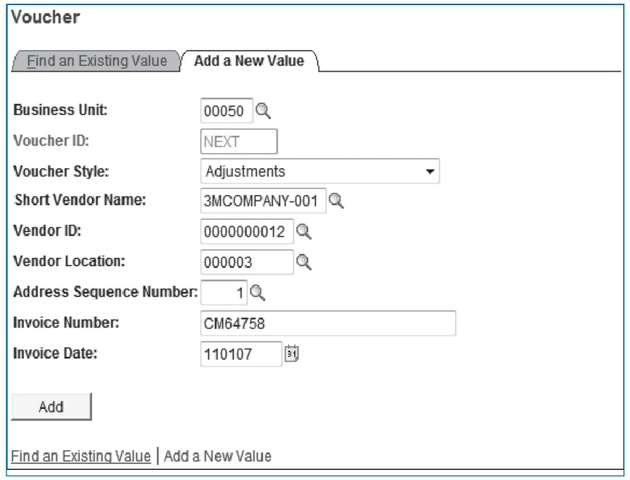
C. Add credit distribution lines to redistribute the amount that was charged incorrectly.

Navigation

Accounts Payable >> Vouchers >> Add/Update >> Regular Entry

Add a New Value Tab

Use the Add a New Value tab to enter a new voucher. Note that the Voucher ID field says NEXT. After you enter the voucher information and save the system assigns a voucher ID number. To look up an existing voucher, use the Find an Existing Value tab.



APSC20

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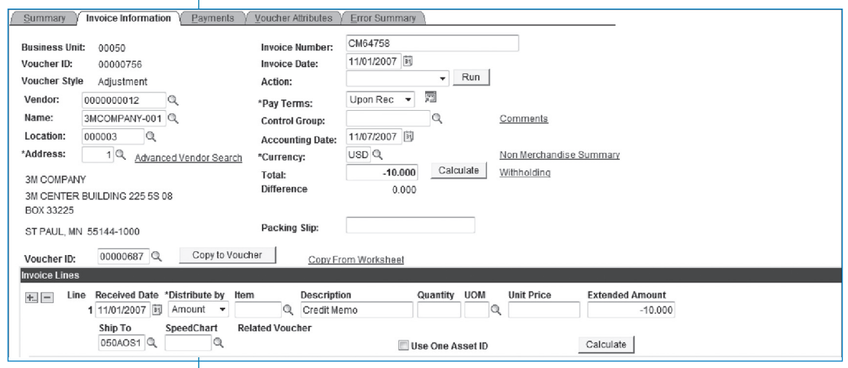
Issue Date: 12/05/2007

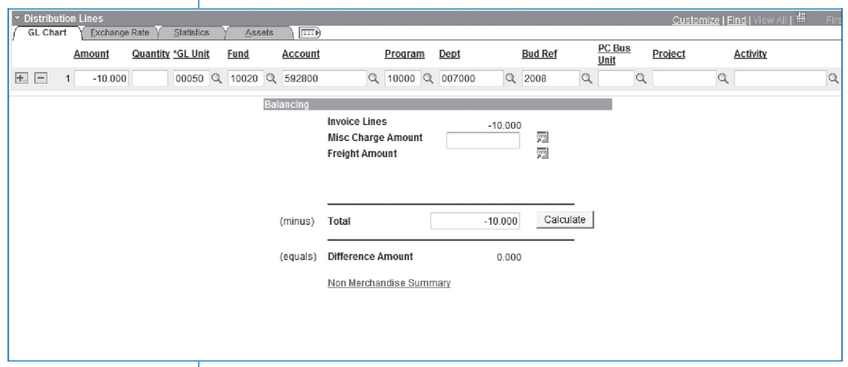
Step	Action
1	Change the default Voucher Style to **Adjustment Voucher**.
2	Enter the **Vendor ID**.
3	Enter the **Invoice Number**.
4	Enter the Invoice Date
5	Click **Add**.

APST14

Use the Invoice Information page to enter the applicable credit/debit memo amount along with all of the appropriate Chartfield information. If entering a credit memo, remember to enter the amount with a negative dollar value (e.g., -10.00).



APSC22



APSC22

Invoice Information page

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Issue Date: 12/05/2007

Step	Action
1	Enter the amount of the credit/demo in the **Total** field on the header section. Note: Remember to use a **negative** number for a credit memo.
2	Enter the original voucher id in the **Voucher ID** field.
3	In the **Received Date** field, enter the date the credit/debit memo was received.
4	Enter an applicable description in the **Description** field.
5	Enter the amount in the **Extended Amount** field.
6	Enter the amount in the **Amount** field in the Distribution line section.
7	Enter the applicable chartfield string in the Distribution line section.
8	Click **Save**.

APST15

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Issue Date: 12/05/2007

Entering a Journal Voucher

Journal vouchers are used to adjust accounting entries for vouchers that have been posted and paid, and whose payments have also been posted. Journal vouchers are zero-amount vouchers. You enter a credit line and a debit line for the amount of the voucher (or line item) you are correcting. You cannot copy any source documents to create journal vouchers. Do not change any of the original voucher amounts on a journal voucher. You are using the journal voucher ONLY to change accounting information that was entered incorrectly.

Journal vouchers are entered for payments originating from the Accounts Payable module. If a payment did not go through the AP system, such as a high-volume payment, the accounting information should be corrected with a general ledger journal entry.

To enter a journal voucher:

A. Select the Voucher Style *Journal Voucher* in the Voucher component.

B. Link the journal voucher to the voucher being corrected.

C. Add credit and debit distribution lines to redistribute the amount that was charged incorrectly.

D. On the Payments page, record the "payment" for the voucher.

Navigation

Accounts Payable >> Vouchers >> Add/Update >> Regular Entry

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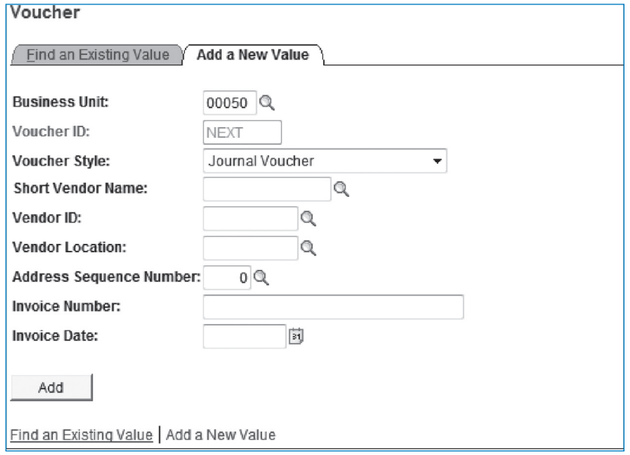
Issue Date: 12/05/2007

Procedure | Select Journal Voucher and Enter Invoice Number and Date

Use the Add a New Value tab to enter a new voucher. Note that the Voucher ID field says NEXT. After you enter the voucher information and save, the system will assign a voucher ID number.

If you need to look up an existing voucher, use the Find an Existing Value tab.



APSC23

Step	Action
1	Select **Journal Voucher** in the **Voucher Style** field.
2	In the Invoice Number field, enter **JV** plus the original invoice number.
3	In the **Invoice Date** field, enter the original invoice date.
4	Click **Add.**

APT16

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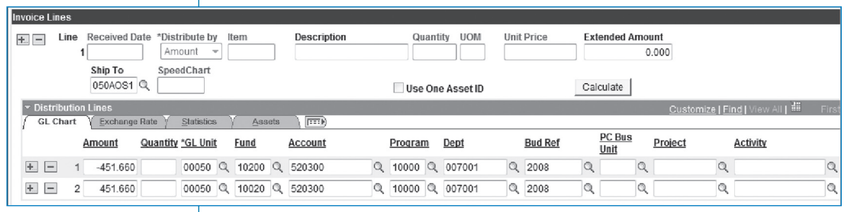
Issue Date: 12/05/2007

Procedure | Link JV to Original Voucher and Accounting Information

Use the Invoice Information page to enter distribution information.



APSC24

Invoice Information page

Step	Action
1	Enter the original voucher number in the **Related Voucher** field.
2	In the **Description** field, enter a useful description, such as **JV TO CORRECT ACCT**.
3	Leave **0** in the **Extended Amount** field.
4	Enter the incorrect accounting information in the **Distribution Lines** section and enter original amount as a credit.
5	Add another distribution line and enter the correct accounting information and the original amount as a debit.
6	**Save**.

APT17

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Running the Voucher Build Process

The voucher build process is a method to load a large number of vouchers into the system. It is used to create only a few types of payments: ESDO payments, distributions, HIPPA payments, and HACH payroll. It is also used by some agencies to upload information from other systems into ENCOMPASS. Users create a flat file with voucher information that is then loaded into ENCOMPASS. Agencies must work with their IT personnel to create a process for getting the data into the correct format for loading into ENCOMPASS.

When the voucher build process is performed, the vouchers are created within a control group. The process will create and load vouchers even if they have budget, edit, or document tolerance errors. After building and loading the vouchers, users need to search for and correct vouchers in Recycle status, just as they do for regular vouchers that have errors. See Chapter 4: Troubleshooting and Correcting Vouchers for information on correcting errors.

When submitting these vouchers to AOS for payment, you create a Transmittal Report, similar to the one that you create to submit regular vouchers for payment.

Navigation to Voucher Build Process

Navigation

Accounts Payable >> Batch Processes >> Interfaces >> AUD Claim Voucher Build

Navigation to Control Group Approval

Navigation

Accounts Payable >> Control Groups >> Approve Control Group

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Steps to Run the Voucher Build Process:

Step	Action
1	Create the flat file with the voucher information and save the file to a designated folder.
2	Run the AUDClaim – Voucher Import/Build process in PeopleSoft.
3	Check for vouchers in Recycle status and correct any errors.
4	Approve the control group for the uploaded vouchers, thus sending the control group through the approval workflow.
5	After the control group has been approved by the highest agency level, create the Transmittal Report and send it to AOS with the associated invoices for payment.
6	AOS approves the control group of vouchers.
7	AOS runs the Pay Cycle process to create the payments.
8	AOS distributes payments according to the handling codes on the vouchers.

APT18

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Issue Date: 12/05/2007

Chapter 3

Approving and Submitting Vouchers for Payment

3.1

Chapter Overview

After vouchers have been saved, they must be approved by designated users at the agency. The ability to approve is based on the user's security access. The number of approval levels at an agency varies according to agency policy. Once a voucher has received the final agency-level approval, it can be submitted to AOS for final approval and payment.

To submit vouchers for payment, the AP Collator prints a Transmittal Form for each approved voucher, runs the AP Collator Report, and puts all the invoices, forms, and the AP Collator Report in a pouch to send to AOS.

After AOS has approved the vouchers, the vouchers will each be paid in the Pay Cycle that runs on the voucher's scheduled due date.

Before vouchers can be picked up in a Pay Cycle, they must also pass document tolerance and budget-checking and be posted. Document tolerance, budget-checking, and posting run automatically every two hours. Users no longer run these processes for individual vouchers.

NOTE

Vouchers are routed for approval when they are saved, regardless of their document tolerance or budget-checking status. Approvers should verify these statuses before approving a voucher. Also, once a voucher has passed document tolerance and budget-checking, it will be posted on its accounting date, regardless of its approval status.

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If a voucher fails any of the processing, if it is denied by an approver, or if the user realizes a mistake has been made, a number of actions can be taken, depending on the problem and the status of the voucher. Corrections may require that the voucher be unposted or closed. A limited number of users have access to the unposting and closing processes. For information on correcting vouchers, see Chapter 4: Troubleshooting and Correcting Vouchers.

Some agencies may use the high-volume payment process to create payments. High-volume payments originate from another system, go to a payee that is not in the ENCOMPASS vendor file, and are not reportable (for example, tax refunds, child support). The payments DO NOT originate as vouchers in the ENCOMPASS Payables system.

Chapter Objectives

By the end of this chapter, you will be able to:

- Approve (or deny) vouchers
- Submit vouchers to AOS for payment
- Process high-volume payments (few agencies)

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Issue Date: 01/18/2008

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Issue Date: 01/18/2008

Approving (or Denying) Vouchers

Users who have approval roles may receive the following items on their Worklist for approval:

- Individual vouchers
- Vouchers created from the voucher build process
- High-volume payments

The approval process is similar for each type of item. This section outlines the steps to approve individual vouchers.

All agencies have at least one level of voucher approval. (Vouchers are no longer entered as pre-approved.) When a voucher is saved, it is routed to the Worklist of the next designated person for approval. When that person approves the vouchers, it is routed to the Worklist of the next person, and so on, according to how the agency's approval process has been set up.

Approvers should run the SOIAP008 query to verify the voucher information. See Chapter 2: Entering Vouchers or Chapter 4: Troubleshooting and Correcting Vouchers for information on running the query.

Approvers should ensure that all information on the voucher is correct, because when they approve a voucher, they are responsible for its accuracy. In particular, approvers should check for the following:

- **Verify that vouchers for purchase orders are copied from PO receipts**. It is very important that all vouchers for a PO are created from the PO receipt so that the encumbrance created by the PO is relieved.
- Verify that Chartfield values are correct.
- Verify the dollar amount is correct.
- Verify the vendor information, along with the remit to address.

If a voucher needs to be corrected, deny the voucher. The voucher will be routed back to the user who entered it so that person can take the appropriate action. The person denying the voucher sends the original invoice back to the originator, with documentation indicating what needs to be corrected. The particular process for notifying the originator of the reason for denial is determined by agency business processes. When the user makes the changes, the voucher goes through the approval workflow again.

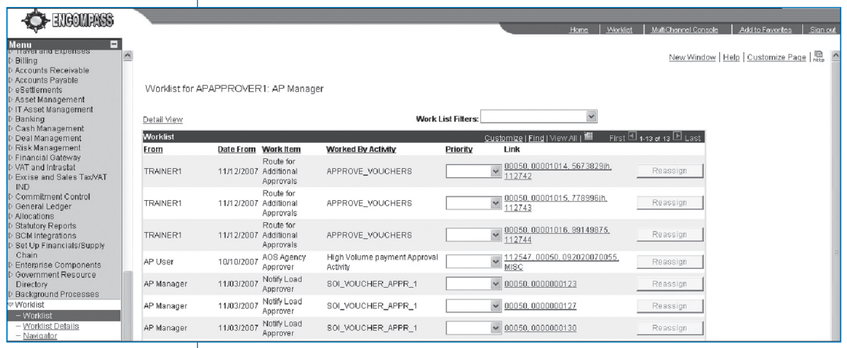
Once a voucher has been approved at the final agency level, it can be submitted to AOS for payment.

If necessary, vouchers can be accessed from the Voucher Approval menu path, rather than from the approver's Worklist. The two methods are shown below.

Approving or Denying a Voucher from the Worklist

Procedure | Review voucher information

Vouchers requiring approval are routed to the approver's Worklist.



APSC25 ENCOMPASS home page

Step	Action
1	Click the **Worklist** link.
2	Click on the item you want to review.

APT19

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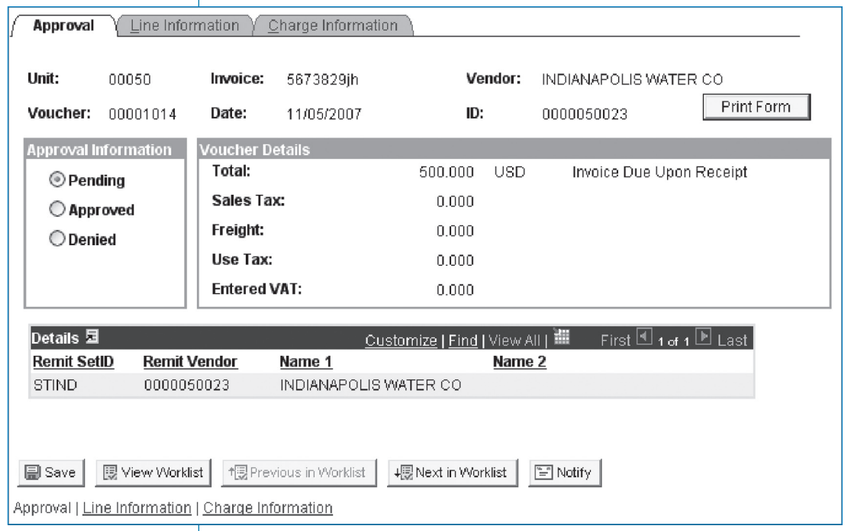

APSC26 Approval page

Step	Action
3	Review summary information on the Approval page.
4	Click the **Line Information** tab.

APT20

APSC27 Line Information page

Step	Action
5	Review line item detail on the Line Information page.
6	Click the **Charge Information** tab.

APT21

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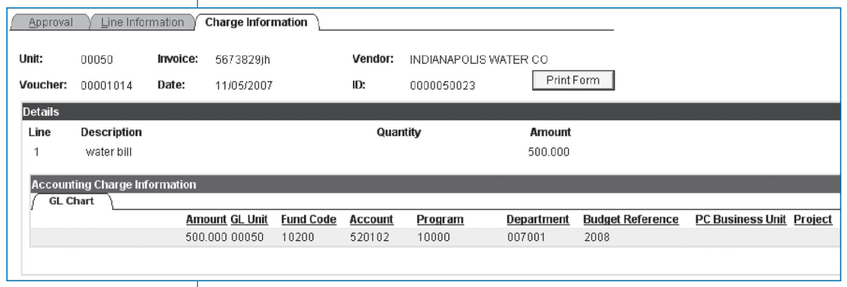

APSC28 Charge Information page

Step	Action
7	Review accounting information on the Charge Information page.
8	Return to the **Approval** page.

APT22

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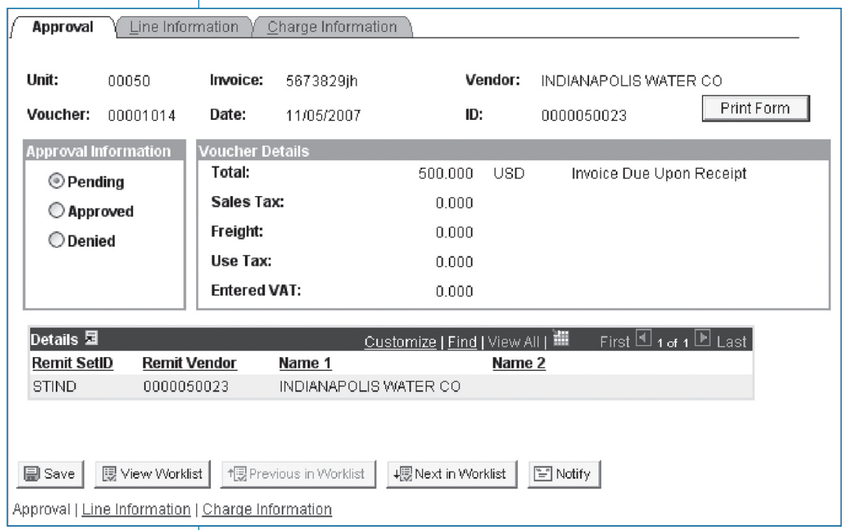
Issue Date: 01/18/2008

Procedure | Approve or deny the voucher

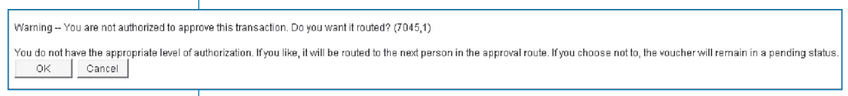


APSC29 Approval page

Step	Action
1	Select **Approved** or **Denied**.
2	Click **Save**.

APT23

Because this approval is not the final approval for the voucher, a message appears saying you do not have authority to perform this action.



APSC30

Step	Action
3	Click **OK** to send the voucher to the next approval level.

APT24

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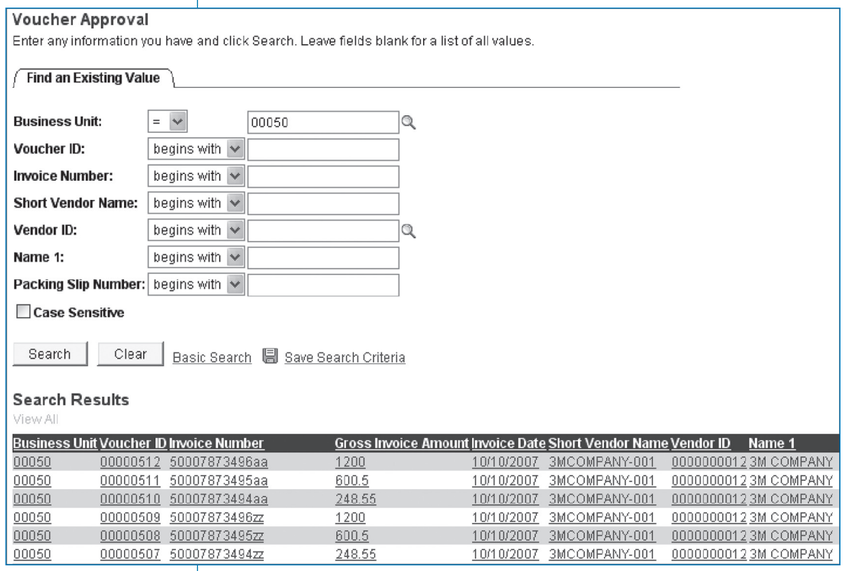
Issue Date: 01/18/2008

Approving or Denying a Voucher Through the Voucher Approval Menu Path

You can use the Voucher Approval menu path to access vouchers for approval. Approval processing steps are the same, regardless of whether you arrive at the Voucher Approval Component through the Worklist or by navigating through the menus.

Navigation

Accounts Payable >> Vouchers >> Approve >> Approve Vouchers



APSC31 Find an Existing Value tab

Step	Action
1	Verify the **Business Unit** and click **Search**.
2	Click on the voucher you want to review.

APT25

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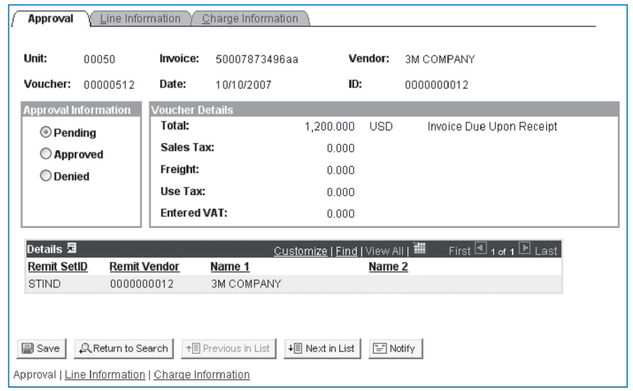

APSC32 Approval page

Step	Action
3	Follow the steps as outlined in the previous section, Approving or Denying a Voucher from the Worklist.

APT26

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Submitting Vouchers to AOS for Payment

After a voucher has received final agency approval, it is ready to be submitted to AOS for final approval and payment. AOS requires that a Voucher Transmittal form be printed for each invoice, that the vouchers be submitted in pouches, and that the AP Collator Report be printed to identify the vouchers in the pouch.

Pouches of vouchers should be separated according to whether they are PO vouchers, non-PO (claim) vouchers, or travel vouchers. Do not combine different types of vouchers in the same pouch.

The original invoices should be arranged in the order they are printed on the query. The AP Collator Report should be placed on top of the stack of vouchers and transmittal forms, and the entire stack should be placed in an envelope. Before submitting a voucher pouch to AOS, make a copy of the contents.

Send the pouch to AOS. Vouchers should arrive at AOS at least four business days before they are due to be paid. When AOS receives the pouch, the invoices are audited and approved for payment or either returned to the agency for correction. Approved vouchers are picked up in the Pay Cycle that runs on their scheduled due date. The morning after payments are created, agencies receive the Warrant Distribution Report and any remittance advices or checks that they have requested to be sent to them.

If you have a voucher that needs to be rushed for payment, contact AOS to let them know you are sending an urgent voucher. Mark the voucher as “special” on the AP Collator Report.

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NOTE

Vouchers will be paid according to their due date, NOT according to when they are submitted to AOS.

To prepare a voucher pouch for AOS:

A. Print a transmittal form for each voucher to be submitted and attach it to the original invoice.

B. Run the AP Collator Report to Excel and verify that it lists only the vouchers being submitted.

C. Arrange the invoices in the order they print on the query.

D. Make a copy of the voucher pouch.

E. Send the voucher pouch to AOS.

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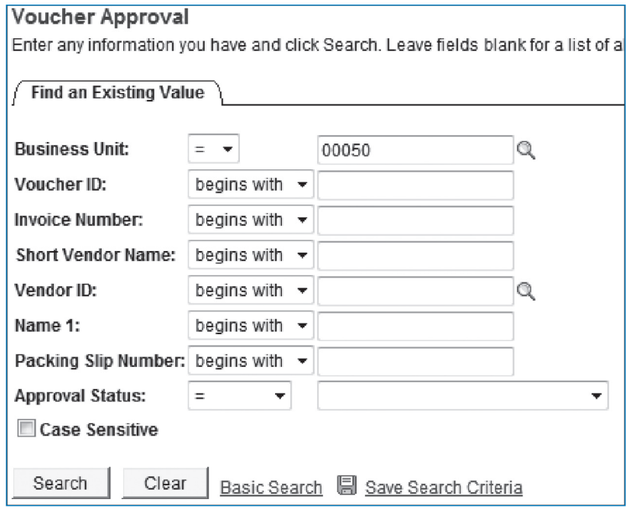
Procedure | Print Voucher Transmittal Form

The Voucher Transmittal Form should be printed after the voucher has received final agency approval. If necessary, it can be reprinted.

Navigation

Accounts Payable >> Vouchers >> Approve >> Approve Vouchers

Enter the Voucher ID number of the voucher you wish to print.



APSC33 Find an Existing Value Tab

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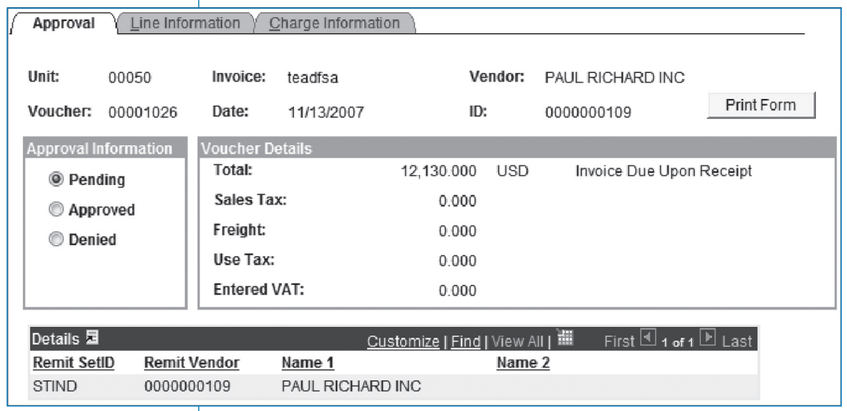
Issue Date: 01/18/2008

On this page, click the **Print Form** button to create the transmittal form.



APSC34 Approval page

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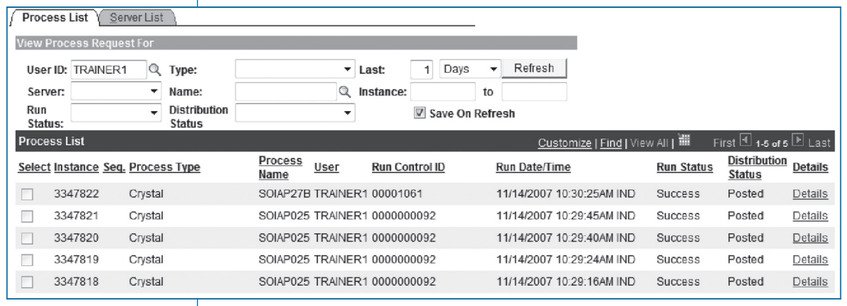
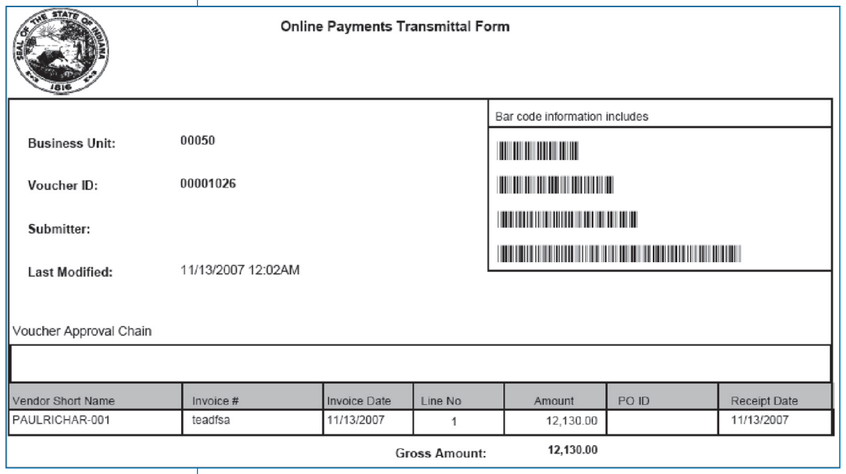
After you have clicked the **Print Form** button, the Process Monitor appears.



APSC35 Process Monitor



APC01

After the report runs, if you choose to print the form or save it to your computer, you must click the icons in the Adobe window.

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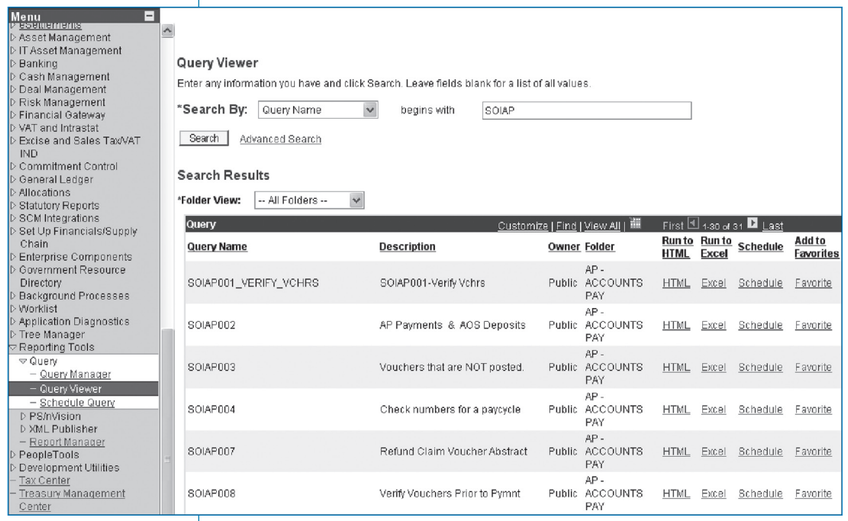
Step	Action
1	Navigate to **Voucher Approval** page.
2	Click Print Form to run the report. **Process Monitor** will open.
3	When the process reads **Success Posted**, click **Details.**
4	Click **View Log/Trace** to see the report.
5	Look for the PDF file, e.g. - SOIAP27B 3347834.PDF.
6	Click on the link to view the form.
7	Click the **Print** icon ne Adobe window to print the form.

APT27

Procedure | Print AP Collator Report (SOIAP008)

Navigation

Reporting Tools >> Query Viewer



APSC36 Query Viewer

Step	Action
1	Type **SOIAP** in the **begins with** field.
2	Click the **Search** button.
3	Click the **Excel** link for the query you want to run.

APT28

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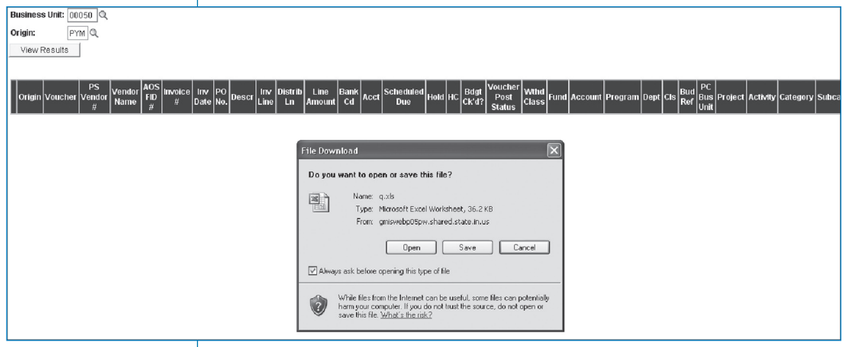

APSC37 Query

Step	Action
4	Enter the **Business Unit**.
5	Enter the **Origin**. (You may enter a % wildcard to see all vouchers for a business unit.)
6	Click the **View Results** button.
7	Click the **Open** button.
8	Save the Excel file.
9	Modify that the AP Collator Report to ensure that it lists all the vouchers, and only the vouchers, that you are submitting for payment.
10	Print the AP Collator Report and place it on top of the batch of invoices and Transmittal forms you are submitting to AOS.

APT29

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Loading High-Volume Payments

High-volume payments are loaded into ENCOMPASS via a batch upload process. These payments originate from another system, go to a payee that is not in the ENCOMPASS vendor file, and are not reportable. These payments include tax refunds, child support, and miscellaneous disbursements such as disability payments.

High-volume payments are loaded from a batch payment file. Agencies must work with their IT personnel to create a process for getting the data into the correct format for loading into ENCOMPASS and to identify the file directory where the batch payment file resides.

Steps to load high-volume payments

1. Create the flat file with the payment information and save the file to a designated folder.
2. Run the High Volume Payments Interface process in ENCOMPASS.
3. Correct any errors that occur.
4. Approve the batch of uploaded payments, thus sending the batch through the approval workflow.
5. Create the HV Payment Transmittal Form and send it to AOS.
6. AOS approves the batch of uploaded payments.
7. AOS runs the Pay Cycle process to create the payments.
8. The high-volume checks and remittance advices are returned to the agencies for disbursement.
9. The Flag Payments for Distribution process is run automatically to enable journal entries to be created for the payments.
10. Journal Generator is run automatically to create journal entries.

Perform the following procedure to load high-volume payments.

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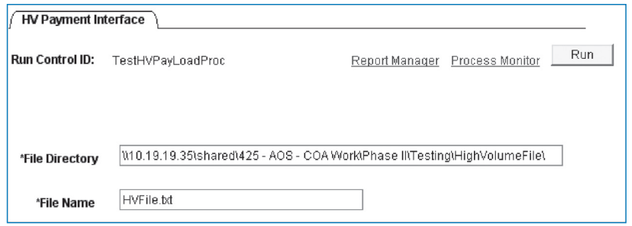
Run the High Volume Payments Interface process

Navigation

Accounts Payable >> High Volume Payments >> High Volume Payments Interface

Step	Action
1	Select a **Run Control ID** or create a new one if this is the first time you are running the process.

APT30



APSC38 HV Payment Interface

Step	Action
1	Enter the **File Directory**.
2	Enter the **File Name**.
3	Click **Run**.
4	Click **OK**.
5	Click the **Process Monitor** link.
6	Click the **Refresh** button after a couple of minutes, until Run Status is **Success** and Distribution Status is **Posted**.
7	Click the **Details** link.
8	Click the **Message log** link.
9	Confirm there are no errors in the message log.
10	If errors exist, correct them.

APT31

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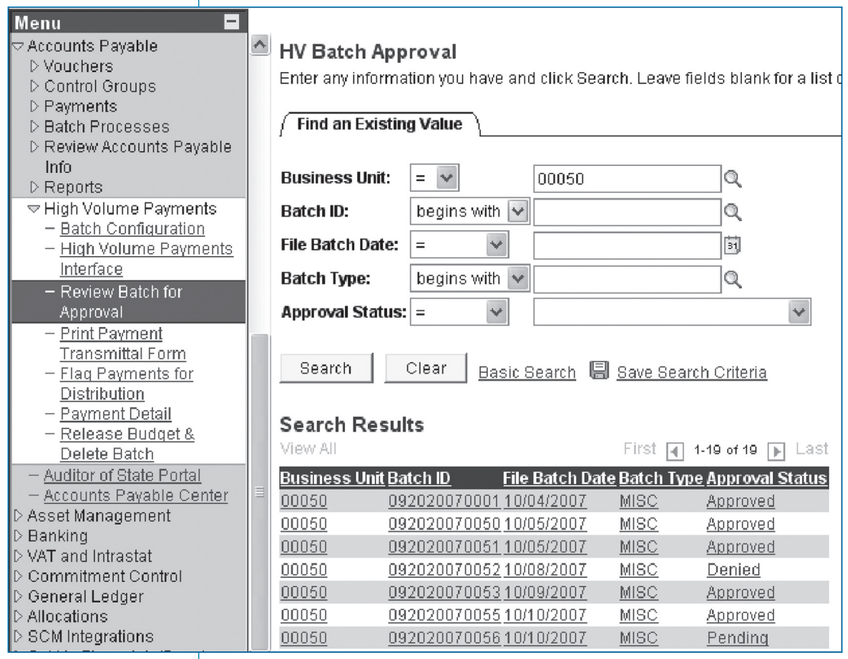
Approve the High Volume Payment Batch

If you do not have final approval authority, you will receive a message asking if you want to route the transaction. Click OK to trigger the workflow process.

Navigation

Accounts Payable >> High Volume Payments >> Review Batch for Approval



APSC39 Find an Existing Value Tab

Step	Action
1	Enter the **Business Unit.**
2	Click **Search**.
3	Select the **Batch ID** you just created. The status should be "Pending."

APT32

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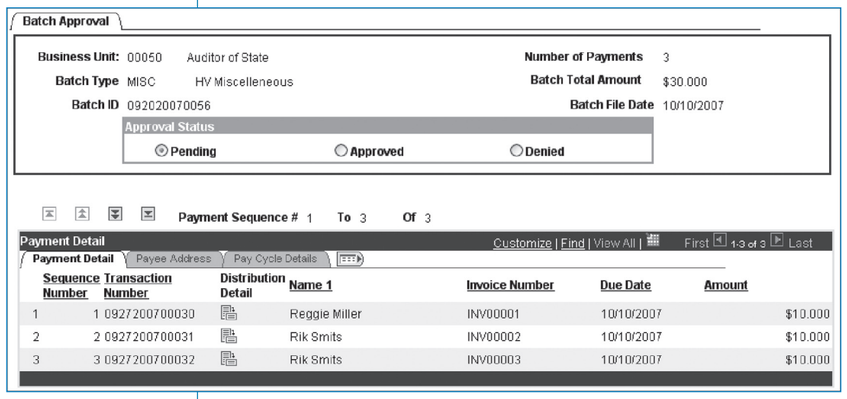
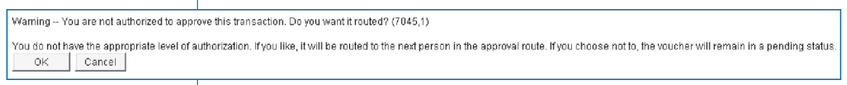


APSC40 Batch Approval page

Step	Action
4	Select **Approved**.
5	Click **Save**.

APT33

If you are not the final approver, you will receive a warning message saying you are not authorized to approve this transaction and asking if you want it routed.



APSC41

Step	Action
6	Click **OK**.

APT34

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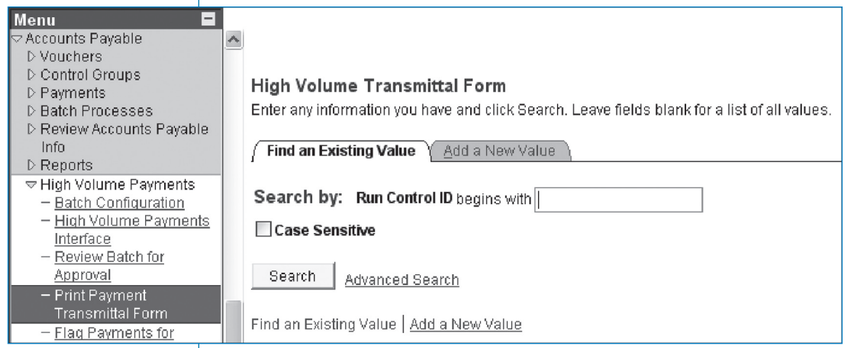
Create the HV Payment Transmittal Form

When the high-volume batch has received final agency approval, the HV Payment Transmittal form is printed and submitted to AOS. AOS gives final approval to the batch and creates the payments.

Navigation

Accounts Payable >> High Volume Payments >> Print Payment Transmittal Form



APSC42 High Volume Transmittal Form

Step	Action
1	Select a **Run Control ID** or create a new one if this is the first time you are running the process.
2	Click **Search**.

APT35

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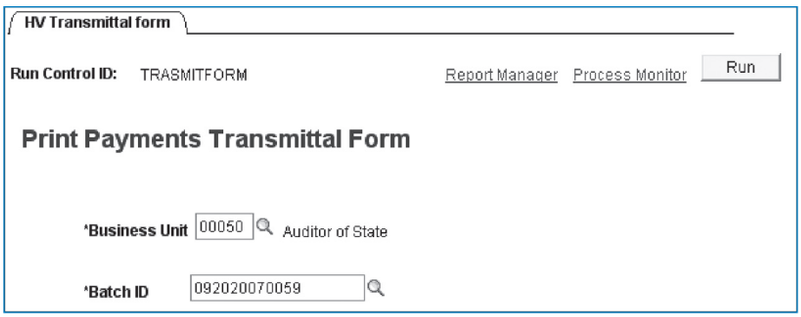

APSC43 HV Transmittal Form

Step	Action
3	Enter the **Business Unit**.
4	Enter the **Batch ID**.
5	Click **Run**.
6	Click **OK**.
7	Click the **Process Monitor** link.
8	Click the **Refresh** button until Run Status is **Success** and Distribution Status is **Posted**.
9	Click the **Details** link.
10	Click the **View Log/Trace** link.
11	Click the **PDF** file link and view the transmittal form.
12	Confirm that the number of payments and gross amount are correct.
13	Print the transmittal form and submit it to AOS.

APT36

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Chapter 4

Troubleshooting and Correcting Vouchers

Chapter Overview

4.1

After vouchers have been entered and saved, several actions must occur before they can be paid. Vouchers must:

- Pass document tolerance (if for a purchase order)
- Be budget-checked
- Be posted
- Be approved at agency level
- Be approved at AOS level

Document tolerance, budget checking, and voucher posting occur automatically as batch processes every two hours. Users no longer run these processes individually. A voucher will not be posted until it has passed document tolerance and budget-checking. The posting process creates the accounting entries that are posted to the general ledger when the Journal Generator process runs.

Vouchers are routed for approval when they are saved. Vouchers are approved at the agency level (the number of approvals depends upon agency policy) and then at AOS. The ability to approve is based on the user's security access.

After a voucher is given final approval at AOS, it is ready to be paid. Vouchers are paid in the Pay Cycle that runs on their scheduled due date.

If a voucher fails any of the processing, if it is denied by an approver, or if the user realizes a mistake has been made, a number of actions can be taken, depending on the problem and the status of the voucher. Corrections may require that the voucher be unposted or closed; a limited number of users have access to the unposting and closing processes.

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Objectives

By the end of this chapter, you will be able to:

- Verify document tolerance and budget-checking status
- Troubleshoot voucher errors
- Post vouchers
- Unpost vouchers
- Close vouchers

Verifying Document Tolerance and Budget Checking

The most important tool you have for troubleshooting vouchers is query SOIAP008. In addition to running this query to verify that you have entered all voucher information correctly, you need to run this query periodically throughout the day to find out the budget-checking and posting status of the vouchers.

The document tolerance and budget-checking processes run automatically every two hours. If the voucher is a PO voucher, it must pass document tolerance before it can be budget-checked. Non PO vouchers do not go through the document tolerance process. Document tolerance checks line item amounts on the voucher, receipt, and PO to ensure that any differences are within the lesser of $500 or 10%. Budget-checking moves the encumbrance to an actual expenditure and verifies that the budget still has the necessary funds to pay this voucher (e.g., in cases when the voucher includes freight and overage charges that were not on the PO).

NOTE

To find out if vouchers have passed these processes, you need to run the SOIAP008 query periodically throughout the day.

The *Bdgt Ck'd* column shows the budget-checking status:

- If the status is *valid*, the voucher has passed budget-checking.
- If the status is *not checked*, either the process has not run or the voucher did not pass document tolerance (if the voucher is a PO voucher) or the accounting date is in a closed accounting period or the voucher is in recycle status due to Chartfield errors.

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- If the status is *error*, the voucher did not pass budget-checking.

If the status is *not checked* or *error*, copy the Voucher ID and go to the Voucher component to look up the voucher. The Summary page shows the document tolerance and budget-checking statuses. If there are errors, an exceptions link will be available. Click on that link to research the problem.

To resolve document tolerance exceptions, work with the budgeting or purchasing personnel in your agency. Depending on the situation, your agency may require that a change order be created to add funds to the purchase order. Work with IDOA and follow their guidelines for creating change orders. The change order must then be approved and budget-checked.

NOTE

A change order is the same as an advice of change.

To resolve budget-checking exceptions, first check the data on the voucher. Make sure the Chartfield values are correct. If the Chartfield values are correct and the error is *No Budget Exists*, work with your agency's budget personnel to correct the problem. If necessary, submit an issue to GMIS requesting that a $0 budget be established. If the error is *Exceeds Budget Tolerance*, work with your agency's budget personnel to see if the transaction should be allowed. If so, the analyst should enter budget journals to move funds to allow the transaction to pass.

If the error is *Date not in Bounds*, the date on the transaction is not within the effective dates of the project (this error only occurs for transactions that charge a project ID). Work with the grant manager to determine whether the transaction is grant-eligible and whether the effective dates of the project are correct in ENCOMPASS.

To check document tolerance and budget-checking status

A. Run the SOIAP008 query.

B. Research vouchers that have budget checking status of not checked or error.

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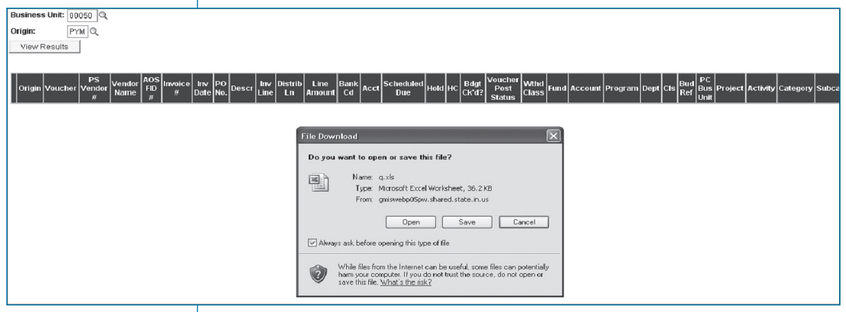
Procedure | Run the SOIAP008 Query to Check Voucher Statuses

Navigation

Accounts Payable >> Vouchers >> Verify Pending Vouchers



APSC44 Query SOIAP008 (Verify Pending Vouchers)

Step	Action
1	Enter the **Business Unit.**
2	Enter the **Origin.** (You may enter a % wildcard to see all vouchers for a business unit.)
3	Click the **View Results** button.
4	Click the **Open** button.

APT37

The Bdgt Ck'd column shows the budget-checking status. Copy the voucher ID of any items that have a status of error or not checked so that you can look them up.

A1 Verify Vouchers Prior to Pymnt

	O	P	Q	R	S	T	U	V	W	X
1										
2	Scheduled Due	Hold	HC	Bdgt Ck'd?	Voucher Post Status	Wthd Class	Fund	Account	Program	Dept
3	9/26/2007	N	GP	Not Chk'd	U	NO	10020	550100	10000	007001
4	9/26/2007	N	GP	Not Chk'd	U	NO	10020	550100	10000	
5	11/6/2007	N	GP	Valid	P	NO	10020	552300	10000	007001
6	11/6/2007	N	GP	Not Chk'd	U	NO	10020	540100	11000	
7	10/12/2007	N	GP	Not Chk'd	U	NO	10020	530100	10000	015000
8	10/12/2007	N	GP	Not Chk'd	U	NO	10020	530100	10000	015000
9	10/10/2007	N	GP	Valid	P	NO	10020	540300	10000	000TND
10	11/14/2007	N	GP	Valid	P	NO	10470	552300	10000	007001
11	10/10/2007	N	GP	Valid	P	NO	10010	550100		
12	10/10/2007	N	GP	Valid	P	NO	10010	550500		

APSC45 Query SOIAP008 (Verify Pending Vouchers)

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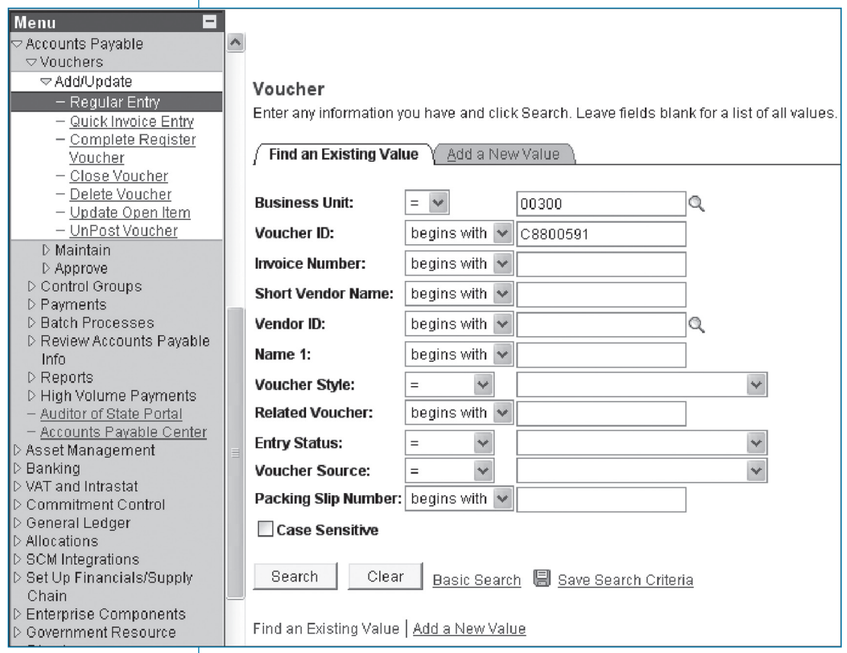
Procedure | Research Vouchers

Navigation

Accounts Payable >> Vouchers >> Add/Update >> Regular Entry

Document Tolerance Exception

Look up the voucher, which you identified from the SOIAP008 query.



APSC46 Find an Existing Value tab

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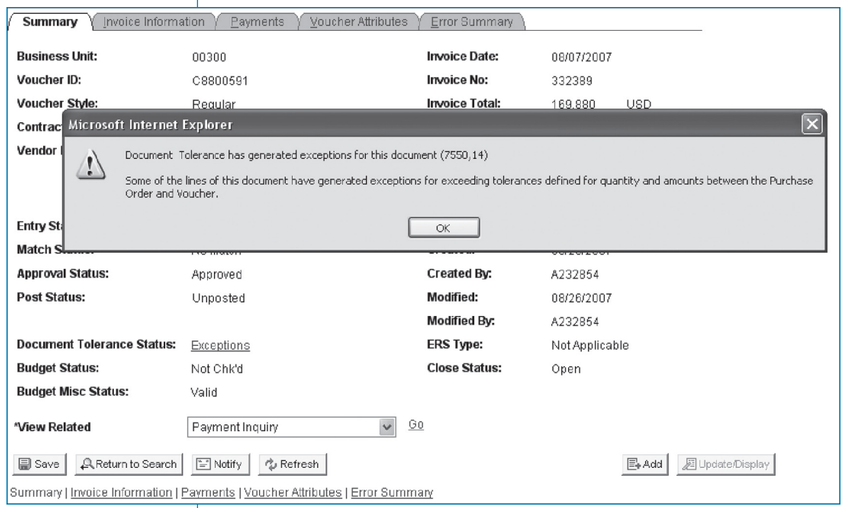
If there are document tolerance exceptions, an error message appears when you open the voucher.



APSC47 Summary page

The budget status of this voucher is Not Chk'd. This voucher has not been budget checked because it has document tolerance exceptions.

Step	Action
1	Click **OK**.
2	Click the **Exceptions** link in the Document Tolerance Status field.

APT38

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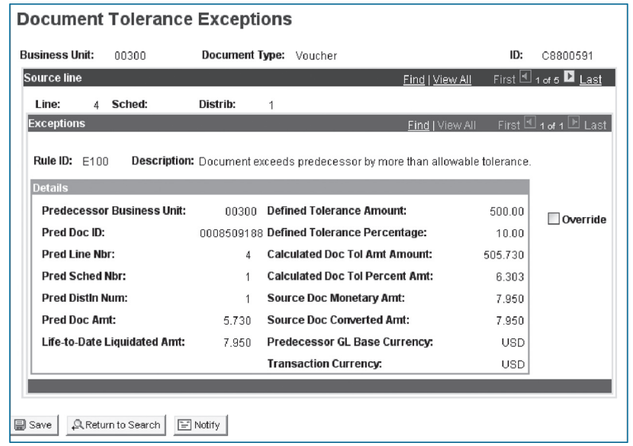
The Document Tolerance Exceptions page for the voucher appears. Look at the right of the blue and gray bars to make sure you **View All** exception lines.



APSC48 Document Tolerance Exceptions page

Step	Action
3	View the exception information.
4	In the rare event that the voucher needs to be paid, even though the document tolerance limit is exceeded, select the **Override** checkbox. Few users have access to this function.
5	Click **Save**.

APT39

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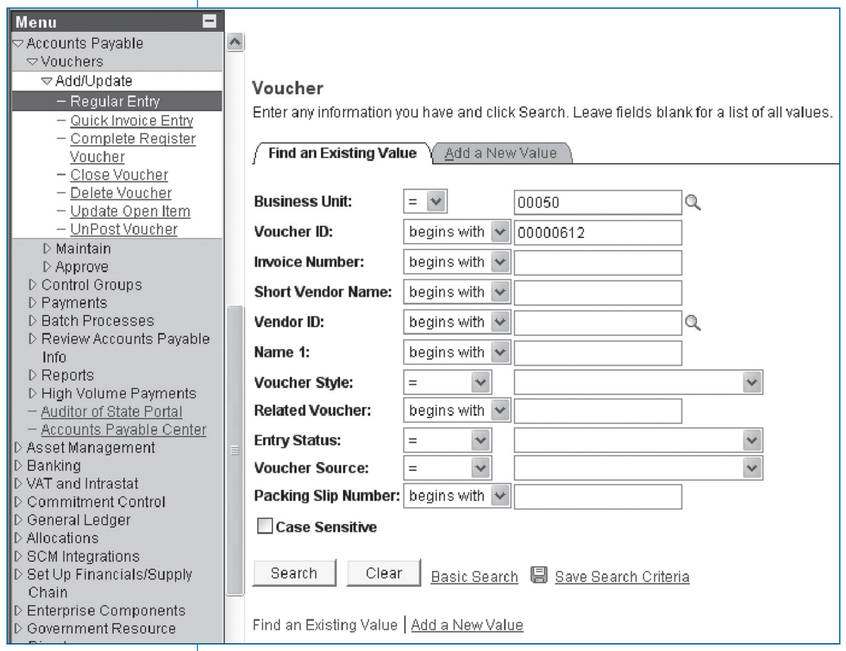
Budget-Checking Exception

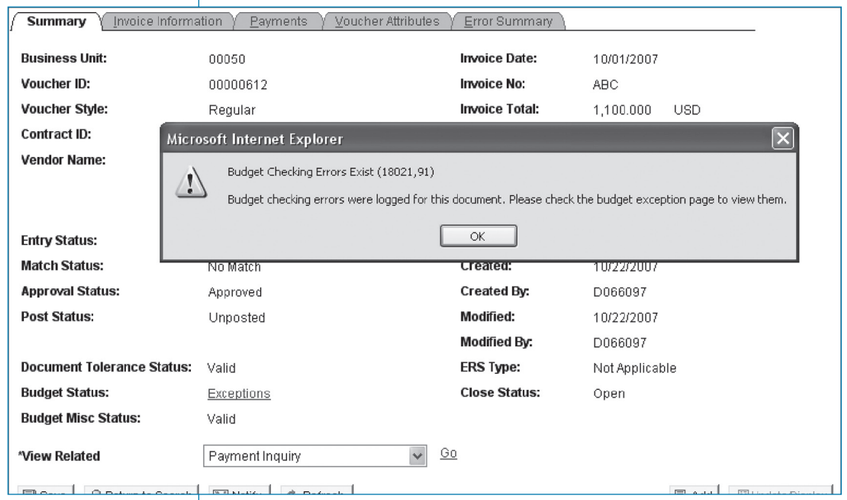
Look up the voucher, which you identified from the SOIAP008 query.



APSC49 Find an Existing Value tab

Exclusively for use by the State of Indiana
Issue Date: 01/18/2008

If budget-checking exceptions exist, an error message appears when you open the voucher.



APSC50 Summary page

Step	Action
1	Click **OK**.
2	Click the **Exceptions** link in the Budget Status field.

APT40

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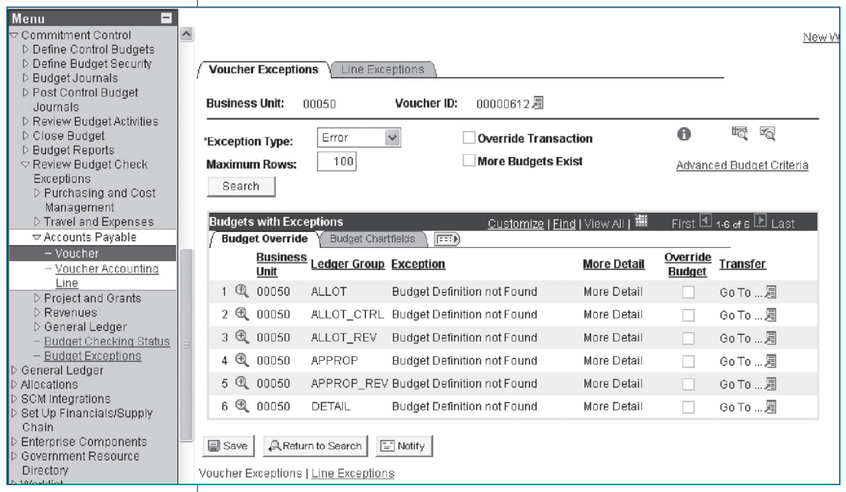
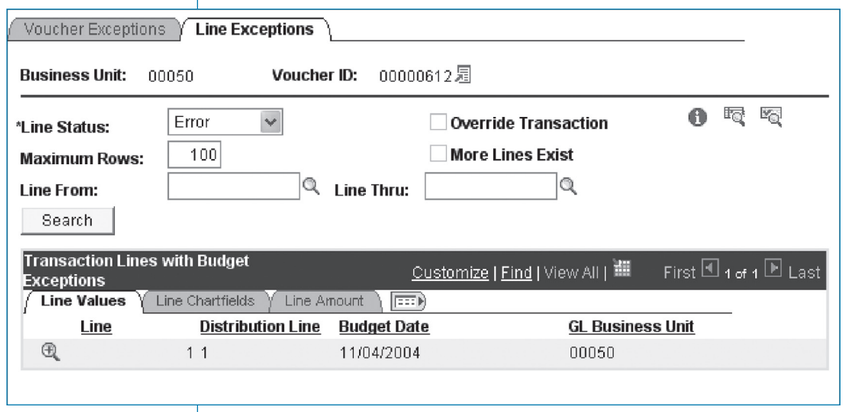
The Voucher Exceptions page appears in a new window. Look at the right of the blue and gray bars to make sure you **View All** exception lines.



APSC51

Voucher Exceptions page

The Line Exceptions page shows the lines with budget exceptions. Look at the right of the blue and gray bars to make sure you **View All** exception lines.



APSC52

Line Exceptions page

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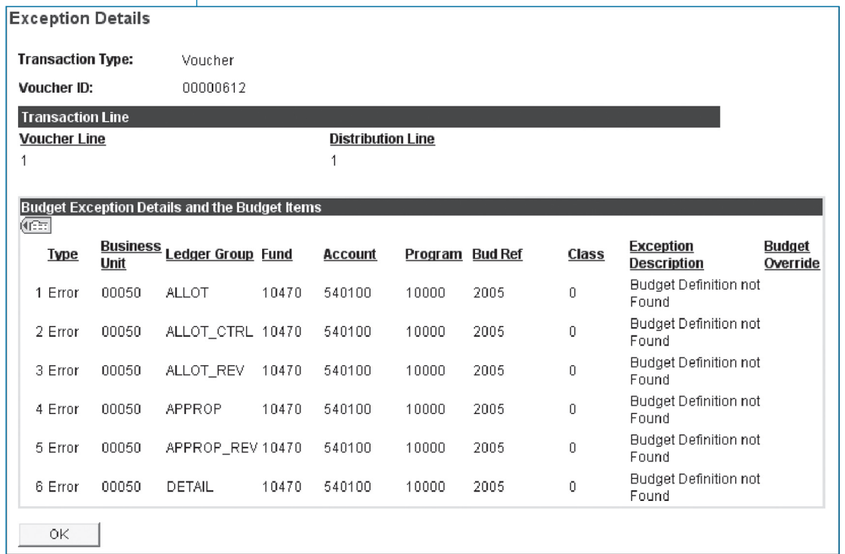
Step	Action
3	Click the **magnifying glass** to drill down into the error.

APT41



APSC53

Exception Details page

Step	Action
4	Click the **Combine Columns** icon.
5	Identify the lines with a status of **Error** and view the **Exception Description**.
6	Verify the data entered on the voucher, especially the Chartfield values. Work with the budget personnel in your agency to resolve the errors.

APT42

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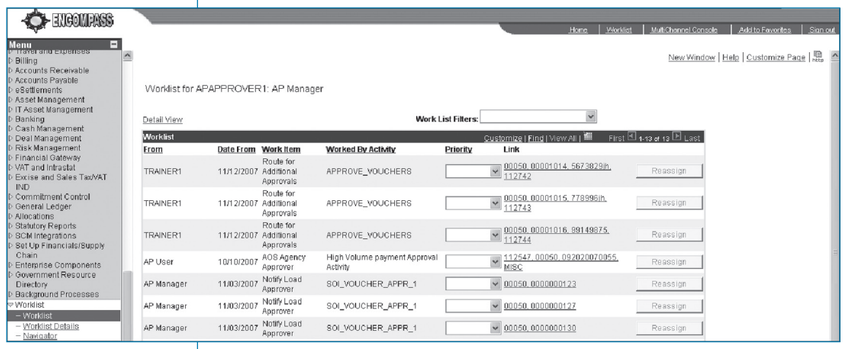
Accessing Vouchers Denied for Approval

When a voucher is denied, the voucher is routed to the Worklist of the user who entered the voucher. The denier must give the paper invoice back to the originator and communicate the reasons for denial (outside the system—either by email or by writing the reason on the SOIAP0008 query or some other process). The user accesses the voucher and takes the appropriate action.

Procedure | Review Denied Voucher

Denied vouchers are routed back to the originator's Worklist.



APSC54 ENCOMPASS home page

Step	Action
1	Click the **Worklist** link.
2	Click on the voucher you want to review.

APT43

Procedure | Make Changes as Necessary

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Issue Date: 01/18/2008

Possible Voucher Errors and Steps to Correct Them

After a voucher has been approved at the AOS level, it is ready for posting and payment. Posting creates the accounting entries for the voucher. When Journal Generator is run, these accounting entries are used to create journal entries for the general ledger. Posting is run automatically every two hours. Most users will not have access to post and unpost vouchers or to close them.

To troubleshoot and correct vouchers, however, users need to understand the various stages of a voucher (and its payments), because different actions are taken depending on the status.

The following tables describe some common errors and the methods for correcting them. The steps for closing and unposting vouchers are explained later in this chapter.

SCENARIO: Voucher is entered in error (such as a duplicate)

If voucher is...	Perform...	To...	NOTES
• Posted • Not selected for payment	CLOSE voucher	• Void voucher • Reverse accounting entries	
• Not posted • Not selected for payment	Wait until voucher is posted, then CLOSE voucher	• Void voucher • Reverse accounting entries	

APT44

SCENARIO: Voucher is created from incorrect PO receipt

If voucher is...	Perform...	To...	NOTES
• Posted • Not selected for payment	CLOSE voucher	• Void voucher • Reverse accounting entries	
• Not posted • Not selected for payment	Wait until voucher is posted, then CLOSE voucher	• Void voucher • Reverse accounting entries	
• Posted • Paid	If agency cannot resolve issue, contact AOS.		

APT45

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Issue Date: 01/18/2008

SCENARIO: Voucher has wrong amount

If voucher is...	Perform...	To...	NOTES
• Posted • Unpaid	UNPOST voucher	• Correct amount	Voucher will go back through approval process and be budget-checked and re-posted.
• Not posted • Not selected for payment	Correct amount		If voucher has been approved (at any level), it will go back through approval process and be budget-checked.

APT46

SCENARIO: Chartfield value or values are entered incorrectly

If voucher is...	Perform...	To...	NOTES
• Posted • Unpaid	UNPOST voucher	• Correct Chartfield	Voucher will go back through approval process and be budget-checked and re-posted.
• Not posted • Not selected for payment	Correct Chartfield		If voucher has been approved (at any level), it will go back through approval process and be budget-checked.
• Posted • Paid	Enter JOURNAL voucher	• Correct Chartfield	Journal vouchers are zero-amount vouchers.

APT47

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Issue Date: 01/18/2008

SCENARIO: Bank, account, handling code, or remit to information needs to be changed

If voucher is...	Perform...	To...	NOTES
• Posted or unposted • Unpaid	Make changes. **Do not need to unpost voucher.**	Correct bank code • Bank code • Bank account • Handling code • Remit to address	If voucher has been approved (at any level), it will go back through approval process.
• Paid	Contact AOS to cancel payment and determine whether it needs to be reissued.		

APT48

SCENARIO: Incorrect payment was made to vendor (wrong amount)

If voucher is...	Perform...	To...	NOTES
• Posted • Paid	Contact vendor to resolve. If you are unsure how to resolve, contact AOS.		

APT49

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Issue Date: 01/18/2008

Posting Vouchers

Vouchers are automatically posted in a batch process that runs every two hours. Most users will not be able to post vouchers individually. However, a few users will have access to post vouchers from the Voucher component.

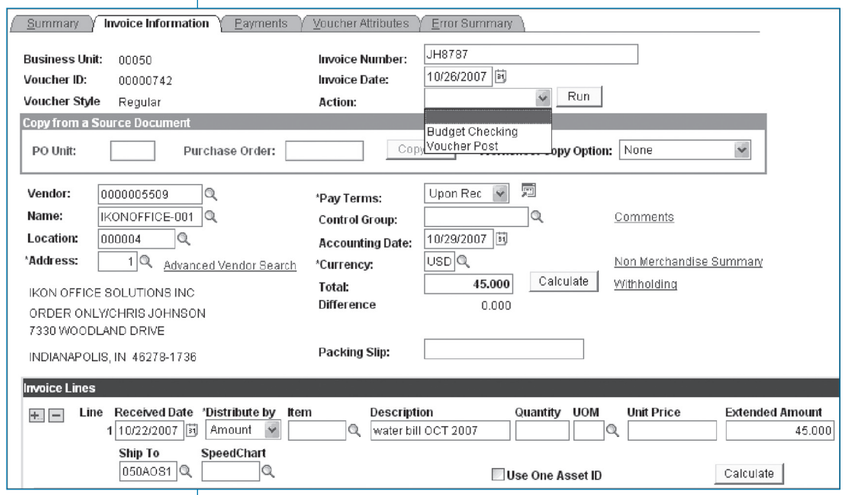
Once a voucher is posted, you **cannot** change certain fields that have an impact on accounting entries. Depending on your security access, these fields can be changed after a voucher is posted: Comments, Pay Terms, and some fields on the Payments page (if the voucher has not yet been paid).

If the voucher has not been paid and you need to correct fields other than the ones listed above, you can unpost vouchers to fix the entries. See the topic Unposting Vouchers in this chapter.

Navigation

Accounts Payable >> Vouchers >> Add/Update >> Regular Entry

If document tolerance and budget checking have not run, they will run when you run voucher posting.



APSC55

Invoice Information page

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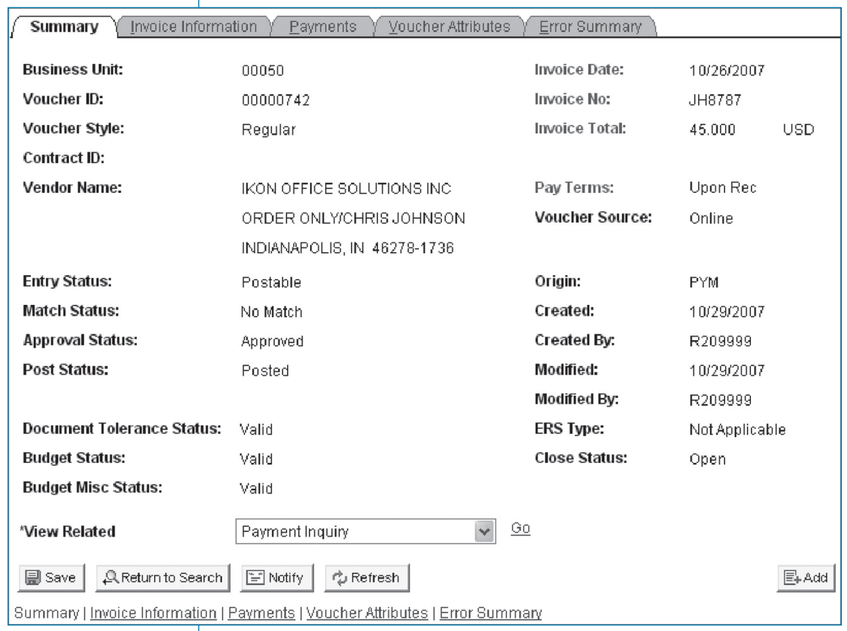
Step	Action
1	In the **Action** field, select **Voucher Post**. (Note: The voucher must be saved before any options are available in the Action field.)
2	Click the **Run** button.
3	Click **Yes** to wait on the process to run or **No** to continue working while the process is running.

APT50

After posting runs, the *Summary* page shows the *Post Status* as Posted. Note that the *Document Tolerance* and *Budget Statuses* are Valid.



APSC56

Summary page

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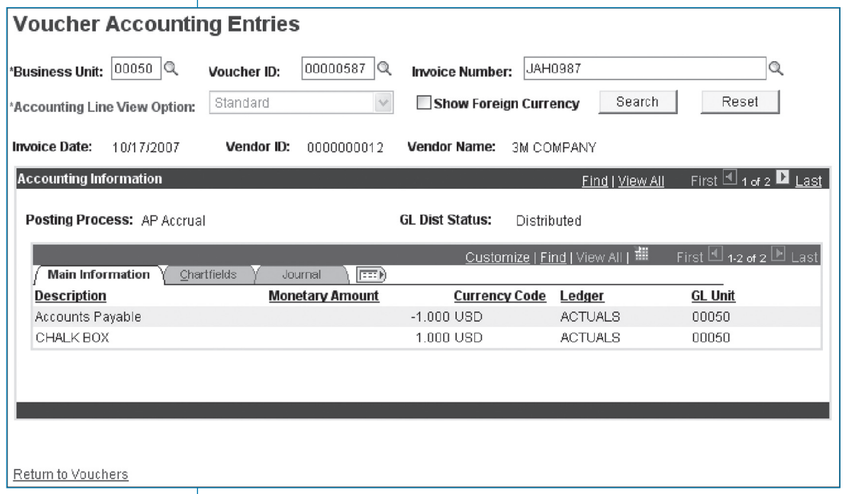
Issue Date: 01/18/2008

Viewing Voucher Accounting Entries

After the posting process has run, you can view the accounting entries for the vouchers.

Navigation

Accounts Payable > >Review Accounts Payable Info >> Vouchers >> Accounting Entries



APSC57 Voucher Accounting Entries

Step	Action
1	Enter information in any of the search fields.
2	Click **Search**.
3	Click the **Expand All** icon to view Chartfields and Journal information.

APT51

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Issue Date: 01/18/2008

Unposting Vouchers

Once a voucher is posted, critical fields are no longer editable (such as Gross Amount and Chartfield values). This is an important control feature. Sometimes, however, an error is detected after posting that requires that a change be made to that critical information. To re-edit the field, the voucher must first be unposted.

Unposting a voucher instructs the system to create adjusting entries that undo the effects of the posting. Unposting happens immediately when you save the Unpost Voucher page.

If a payment has been made for a voucher, do *not* unpost the voucher. If Chartfield changes need to be made, enter a journal voucher. If for some reason the voucher must be unposted, you must first cancel the payment before unposting the voucher.

There are two scenarios when you need to unpost a voucher:

Wrong Invoice Amount

1. Unpost voucher.
2. Update or refresh the following fields:
   - Total (gross amount)
   - Extended amount (invoice lines)
   - Amount (distribution lines)
   - Gross Amount (Payments page)
3. Click *Save* (budget status reverts to Not Chk'd).
4. Wait for batch budget-checking and posting to run.

Wrong Chartfield Value or Values

1. Unpost voucher.
2. Update appropriate Chartfields.
3. Click *Save* (budget status reverts to Not Chk'd).
4. Wait for batch budget-checking and posting to run.

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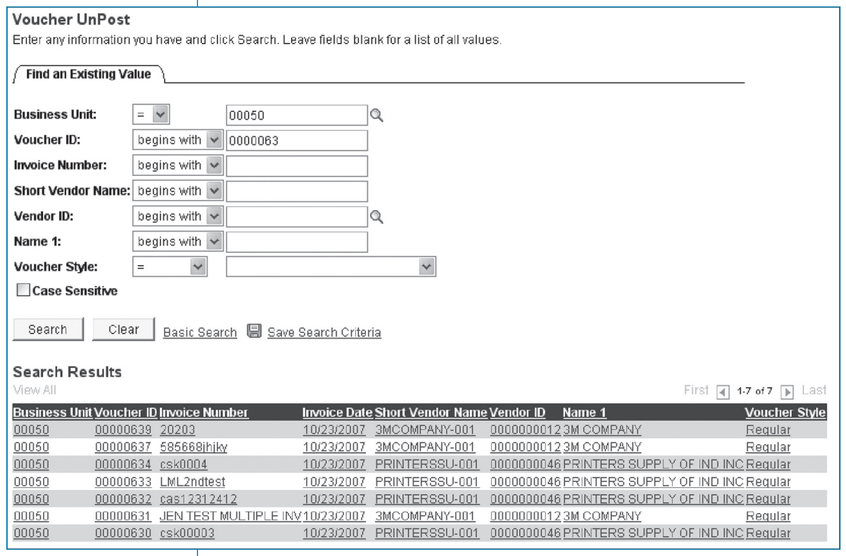
Navigation

Accounts Payable >> Vouchers >> Add/Update >> UnPost Voucher



APSC58 Find an Existing Value Tab

Step	Action
1	Enter information in any of the search fields.
2	Click **Search**.
3	Select the voucher you want to unpost.

APT52

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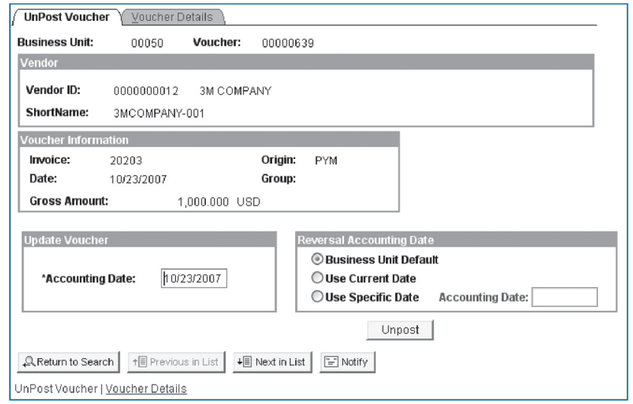
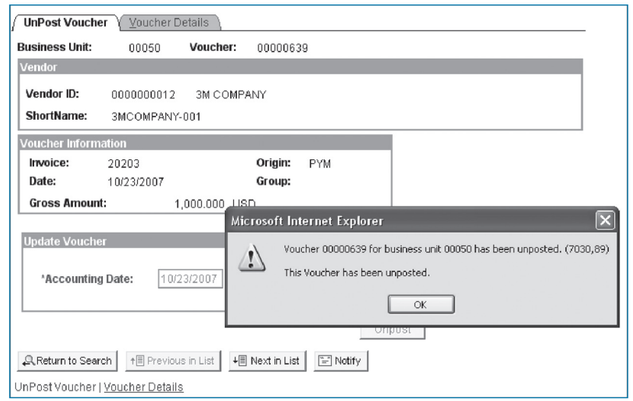


APSC59 UnPost Voucher page

Step	Action
4	View the **Voucher Details** page, if necessary.
5	Verify the **Accounting Date** is correct. It defaults to the current date.
6	Click the **Unpost** button.
7	When you receive the warning message, click **OK** to continue.

APT53

The voucher is unposted immediately.



APSC60 Confirmation Message

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Closing Vouchers

You close vouchers when you want the remaining liability to be written off the vendor balance and the voucher to be considered complete. When you close a voucher, accounting entries are reversed.

NOTE Reversal vouchers are no longer used.

To be closed, a voucher must be:

- Posted
- Not selected for payment
- Not fully paid

To close a voucher, you access the voucher close component, pull up the voucher you want to close, and mark the voucher for close. When the posting process runs, the reversing accounting entries are created. When the budget-checking process runs for a non-PO voucher that is closed, the process will reverse the expenditure and add the money back to the budget. For a PO voucher that is closed, the process will reverse the expenditure and recreate the encumbrance.

When you close a PO voucher, you can choose to restore the encumbrance if you expect to receive another invoice. You can choose not to restore the encumbrance if you plan to liquidate the purchase order.

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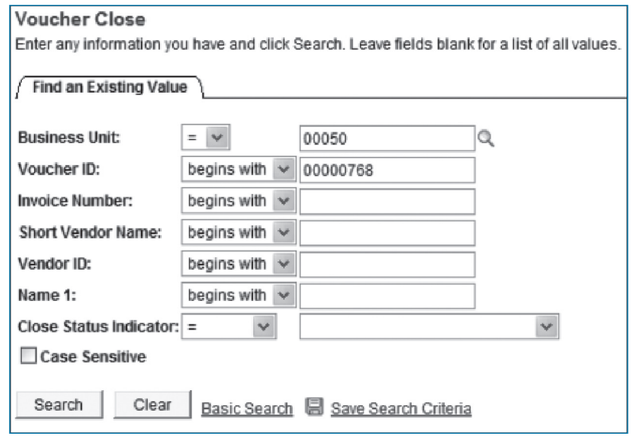
Navigation

Accounts Payable >> Vouchers >> Add/Update >> Close Voucher



APSC61 Find an Existing Value Tab

Step	Action
1	Enter information in any of the search fields
2	Click **Search**.
3	Select the voucher you want to close.

APT54

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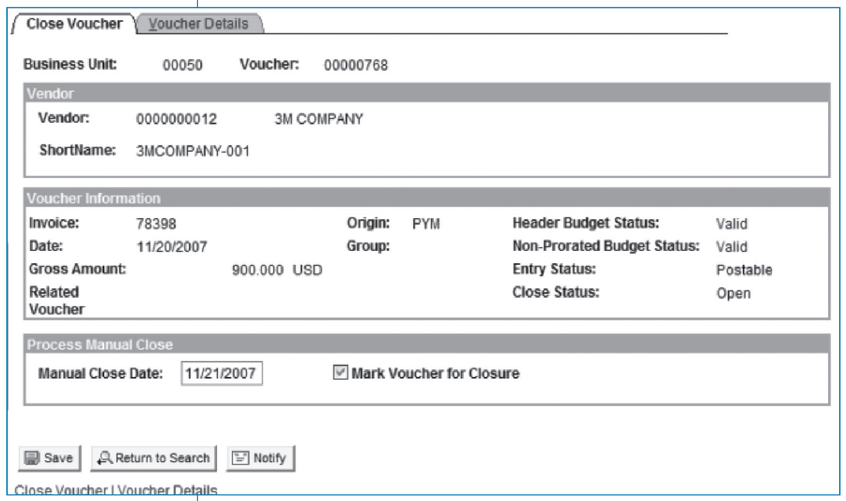
Procedure | Mark the Voucher for Close

You can go to the *Voucher Details* page to view the details for the voucher. On the *Close Voucher* page, enter the date you want the voucher to be closed, click the *Mark Voucher for Closure* checkbox, and save the page.



APSC62 Close Voucher page

Step	Action
4	In the **Manual Close Date** field, accept the current system date or enter a date so that the closing/reversing entries occur within the correct accounting period.
5	Select the **Mark Voucher for Closure** checkbox so the system will pick up the voucher in the next posting run for this business unit. The posting process creates the accounting entries to relieve the liability.
6	If the voucher is a non-PO voucher, click **Save**.

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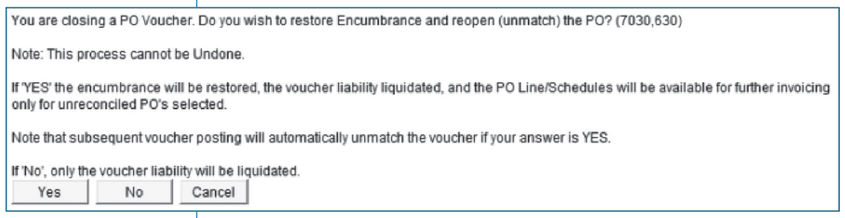
If the voucher is a PO voucher, a message will appear asking if you want to restore the encumbrance and reopen the voucher, or if you want to liquidate the voucher liability only.

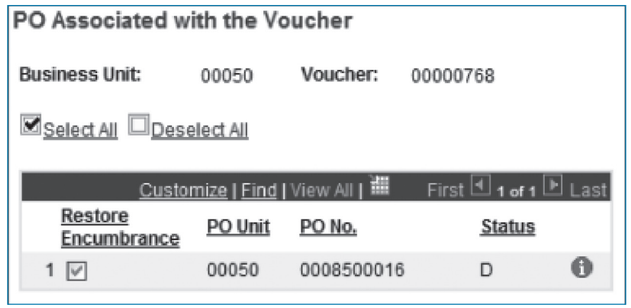


APSC63 PO voucher message

Step	Action
7	If you want to restore the encumbrance and reopen the PO, click **Yes**.
8	If you want to close the voucher liability only, click **No**.

APT56

If you click *Yes* to restore the encumbrance and reopen the PO, the system asks you to select the PO you want to reopen.



APSC64 PO Associated with the Voucher

Step	Action
9	Select the **Restore Encumbrance** checkbox for the PO you want to reopen.
10	Click **OK**.

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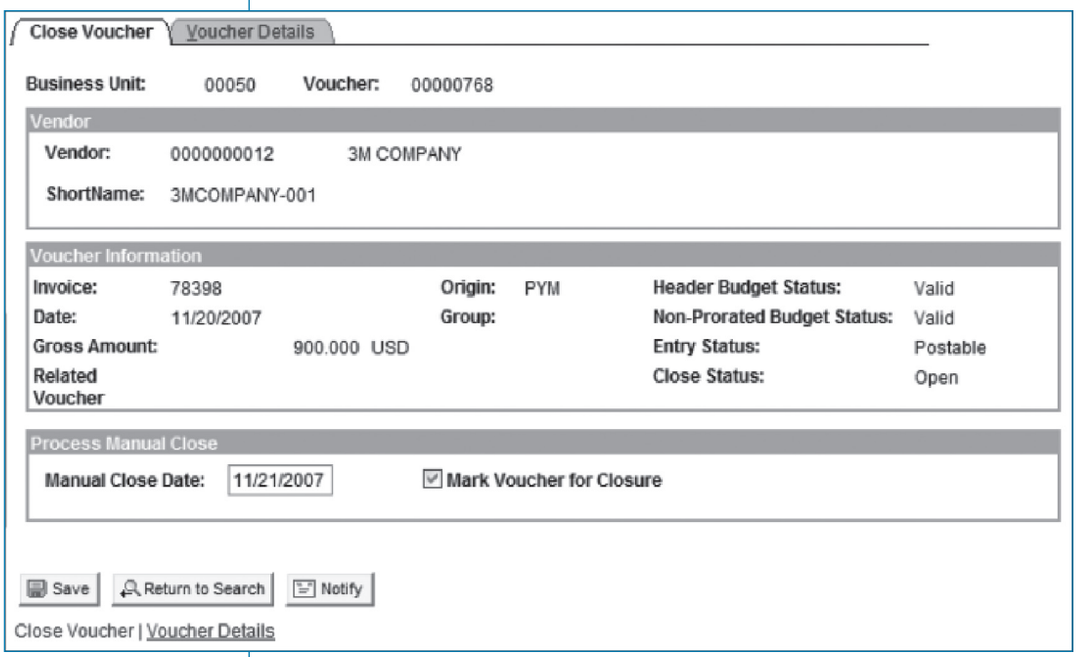

APSC65 Close Voucher page

Step	Action
11	Click **Save**.

APT58

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Chapter 5

Running ENCOMPASS Reports and Inquiries

Chapter Overview

After vouchers have been entered and paid, users can run a variety of reports and inquiries to view accounts payable information in ENCOMPASS.

Objectives

By the end of this chapter, you will be able to do the following:

- Run ENCOMPASS inquiries
- Create Run Control IDs
- Run ENCOMPASS reports

5.1

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ENCOMPASS Standard Reports

ENCOMPASS offers a wide range of reporting possibilities. Your database contains a wealth of information that you've carefully entered, maintained, and secured for the ultimate purpose of generating timely, meaningful, presentation-quality reports. The reporting capabilities in ENCOMPASS enable you to access the data you need and to present it in the form that is most useful for those who depend on you for financial and management information.

When you select a report menu item, you frequently have the choice of two actions: Add a New Value (Add) or Search (Update/Display). Both options enable you to print a predefined report. *What you're adding or updating is not the reports themselves, but Run Controls.*

Run Control IDs

When you want to run a report, you need to tell the system where and how you want it to run. For most reports, you also need to set parameters that determine the content of the report, such as the business unit or time period.

A Run Control is a database record that provides values for these settings. Instead of entering the same values each time you run a report, you create (and save) a Run Control with those settings. The next time you run the report, you select the Run Control, and the system fills in the settings.

When you select a report from a menu, a search dialog box appears, asking for a Run Control ID. If you're in Add mode, enter a new ID for the Run Control you're about to define. If you're in Update/Display mode, enter an existing Run Control ID or press Enter and select from the list of available Run Control IDs.

Important: Your Operator ID can only view Run Controls you create (Add). Run Controls cannot be deleted through the ENCOMPASS application. Also, Run Control IDs must be created without any spaces. For example, a Run Control ID for a Voucher Register could be VOUCHER_REGISTER. Use underscores to separate words.

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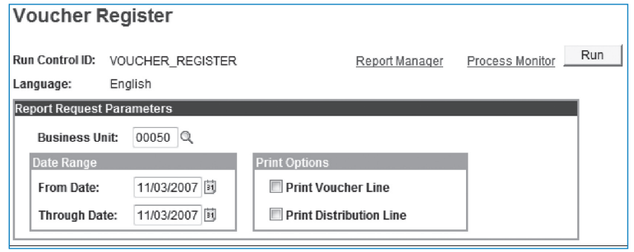
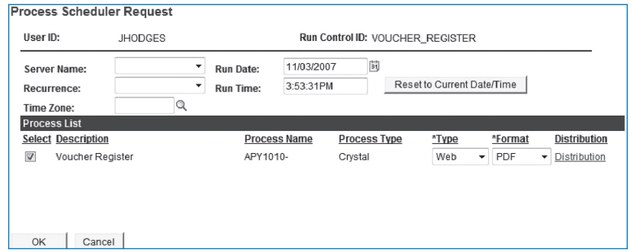
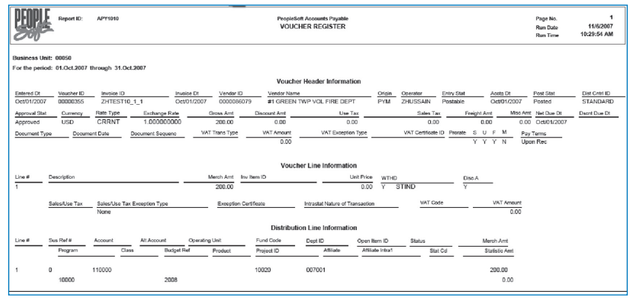


Process Scheduler

Once you have entered all of the parameters required for the specific report you are running, you will click the **RUN** button to run the actual report. The Process Scheduler page will open and require you to determine how you want the report run. Most reports will run to the Web and to a .PDF file.



The Server Name is part of the Process Scheduler Request. The GMIS department recommends not to enter any server name into this field as it will help in the processing of reports.



After the report runs, you must click the icons in the

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Adobe window to print the file or save it omputer.

Step	Action
1	Navigate to the report you are running.
2	Enter the appropriate parameters required or optional for the report.
3	Click Run to run the report.
4	Verify the report is running to WEB.
5	Enter the appropriate Format.
6	Click OK to run the report.
7	Click **Process Monitor** to watch the process run.
8	When the process reads **Success** and **Posted**, click **Details**.
9	Click **View Log/Trace** to see the report.
10	Look for the file with the format you choose above, e.g. APY1010- 3345617.PDF.
11	Click on the link and your report will display.

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Activity | Running a Voucher Register

Enter the following information in order to run the Voucher Register.

Navigation

Accounts Payable >> Reports >> Voucher >> Voucher Register

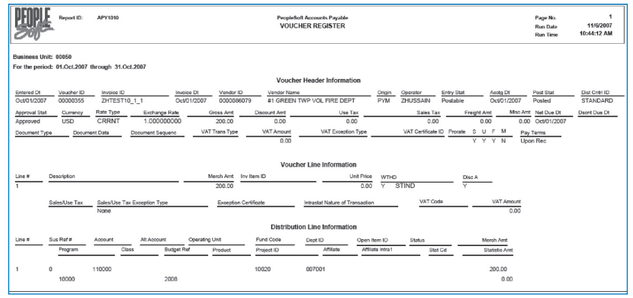
Report Request Parameters

Business Unit:	00050
From Date:	10/01/07
Through Date::	10/31/07

Optional Values:

- Print Voucher Line – shows some additional information regarding the voucher including the withholding information and tax information. May not be applicable for the State of Indiana.
- Print Distribution Line – shows the actual ChartFields entered on the voucher line.

If your screen doesn't reflect the one below, please notify the instructor.



Report ID: APY1050
PeopleSoft Accounts Payable
VOUCHER REGISTER
Page No. 1
Run Date 11/5/2007
Run Time 10:44:12 AM

Business Unit: 00050
For the period: 01.Oct.2007 through 31.Oct.2007

Voucher Header Information

Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Dist Cntrl ID
Oct/01/2007	00000355	ZHTEST10_1_1	Oct/01/2007	0000066079	#1 GREEN TWP VOL FIRE DEPT	PYM	ZHUSSAIN	Postable	Oct/01/2007	Posted	STANDARD

Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	Sales Tax	Freight Amt	Misc Amt	Net Due Dt	Deinit Due Dt
Approved	USD	CRRNT	1.000000000	200.00	0.00	0.00	0.00	0.00	0.00	Oct/01/2007	

Document Type	Document Date	Document Sequenc	VAT Trans Type	VAT Amount	VAT Exception Type	VAT Certificate ID	Prorate	S	U	T	M	Pay Terms
				0.00				Y	Y	Y	N	Upon Rec

Voucher Line Information

Line #	Description	Merch Amt	Inv Item ID	Unit Price	WTHD	Dist A
1		200.00		0.00	Y STIND	Y

Sales/Use Tax	Sales/Use Tax Exception Type	Exception Certificate	Intrastat Nature of Transaction	VAT Code	VAT Amount
	none				0.00

Distribution Line Information

Line #	Sub Ref #	Account	Alt Account	Operating Unit	Fund Code	Dept ID	Oper Item ID	Status	Merch Amt
	Program	Class	Budget Ref	Product	Project ID	Affiliate	Affiliate Intra1	Stat Cd	Statistic Amt
1	0	110000			10020	007001			200.00
	16000		2008						0.00

APSC69

Activity | Running a Payment History by Vendor Report

Enter the following information in order to run the Payment History by Vendor report.

Navigation

Accounts Payable >> Reports >> Vendor >> Payment History by Vendor

Report Request Parameters

From Date:	01/01/2007
Through Date:	03/30/2007
Print Options:	Summary
Vendor:	0000005509 IKON Office Solutions

If your screen doesn't reflect the one below, please notify the instructor.

PEOPLESOFT

Report ID: APY2000

PeopleSoft Accounts Payable
SUMMARY PAYMENT HISTORY BY VENDOR
From: Jan/01/2007 To: Mar/30/2007

Page No. 1
Run Date 11/27/2007
Run Time 2:58:57 PM

Remit Vendor: STIND 0000005509
Payment Currency: USD
Bank Account: AOS 030123456

Payment Ref	Date	Handling	Status	Remit to	Pay Cycle	Seq	Payment Amount	Document Sequence
0000000514	Jan/09/2007	GP	Paid	IKON OFFICE SOLUTIONS INC PO BOX 740541 ATLANTA GA 30374-1750 United States	PMFAOS	35	515.00 USD	
0000000515	Jan/09/2007	GP	Paid	IKON OFFICE SOLUTIONS INC PO BOX 740541 ATLANTA GA 30374-1750 United States	PMFAOS	35	365.00 USD	
0000000539	Feb/07/2007	GP	Paid	IKON OFFICE SOLUTIONS PO BOX 740541 ATLANTA GA 30374 United States	PMFAOS	37	904.96 USD	

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ENCOMPASS Inquiries

ENCOMPASS Inquiries work very similar to the way the reports work. Some pages require Run Control IDs the same as reports. Most pages require parameters or search criteria for the inquiry. In addition, the Inquiry page saves all the parameters entered so that the next time you open the page, you will be able to keep the same information or change it.

Voucher Inquiry

Search Criteria

		From	To
Search Name	ALL		
Business Unit		00050	00050
Invoice Id			
Vendor SetID		STIND	
Short Name			
Vendor ID			
Vendor Location			
Invoice Date			
Due Date			
Entered Date			
Origin Set ID			
Origin			
Control Group ID			
Contract ID			
Lease Number			

APSC71

Activity | Running Voucher Inquiry

Enter the following information in order to run the Voucher Inquiry.

Navigation

Accounts Payable >> Review Accounts Payable Info >> Vouchers >> Voucher

Search Parameters

Business Unit:	00050
Vendor SetID:	STIND
Vendor ID:	0000066519

1 Click Search – see screen shot on next page.

2 Click to see all of the details about the voucher.

3 Click under Accounting Entries for voucher 00000726 – see screen shot on next page.

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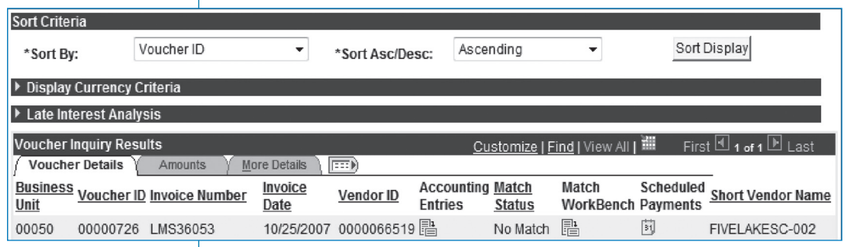
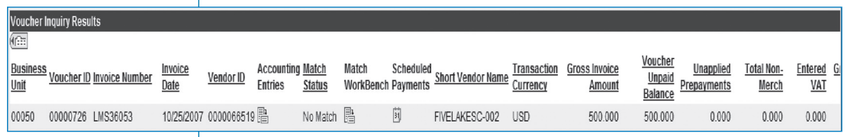
Running Voucher Inquiry | Results

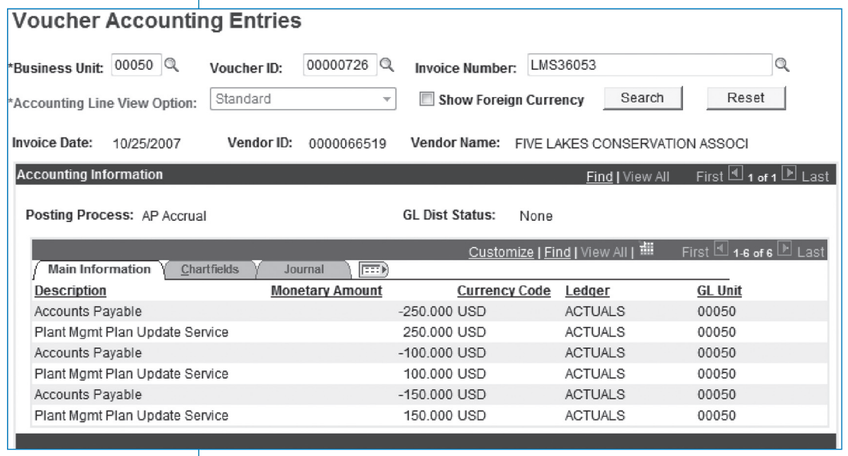
If your screens do not reflect the ones below, please notify the instructor.



APSC72



APSC73



APSC74

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Activity | Running Payment Inquiry

Enter the following information in order to run the Payment Inquiry.

Navigation

Accounts Payable >> Review Accounts Payable Info >> Payments >> Payment

Search Criteria

Bank SetID:	STIND
Bank Code:	CHASE
Bank Account:	6036

1 Click Search – see screen shots on next pages.

2 Click **Additional Info.** .

3 Click **Vendor Details.**

4 Click the link for one of the Payment Reference IDs.

5 Click **Voucher ID**.

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Running Payment Inquiry | Results

Payment Inquiry Result — Customize | Find | View All | First 1-19 of 19 Last

Payment Details | Additional Info | Vendor Details | Financial Gateway

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	0000000010	Check	501.000	USD	10/17/2007	10/17/2007	Paid	Unrecon	
VCHR	0000000011	Check	1,002.000	USD	10/17/2007	10/17/2007	Paid	Unrecon	
VCHR	0000000012	Check	75.000	USD	10/19/2007	10/19/2007	Paid	Unrecon	
VCHR	0000000013	Check	101.030	USD	10/23/2007	10/23/2007	Paid	Unrecon	
VCHR	0000000014	Check	2,000.000	USD	10/23/2007	10/23/2007	Paid	Unrecon	
VCHR	0000000015	Check	2,000.000	USD	10/23/2007	10/23/2007	Paid	Unrecon	
VCHR	0000000016	Check	1,009.530	USD	10/24/2007	10/24/2007	Paid	Unrecon	
VCHR	0000000017	Check	4,000.660	USD	10/24/2007	10/24/2007	Paid	Unrecon	
VCHR	0000000018	Check	2,000.000	USD	10/24/2007	10/24/2007	Paid	Unrecon	
VCHR	0000000019	Check	10,000.000	USD	10/24/2007	10/24/2007	Paid	Unrecon	
VCHR	0000000020	Check	2,000.000	USD	10/24/2007	10/24/2007	Paid	Unrecon	
VCHR	0000000021	Check	1,000.000	USD	10/25/2007	10/25/2007	Paid	Unrecon	
VCHR	0000000022	Check	2,015.780	USD	10/25/2007	10/25/2007	Paid	Unrecon	
VCHR	0000000023	Check	2,800.260	USD	10/25/2007	10/25/2007	Paid	Unrecon	
VCHR	0000000024	Check	800.000	USD	10/25/2007	10/25/2007	Paid	Unrecon	
VCHR	0000000025	Check	800.000	USD	10/25/2007	10/25/2007	Paid	Unrecon	
VCHR	0000000026	Check	800.000	USD	10/25/2007	10/25/2007	Paid	Unrecon	

APSC75

Payment Inquiry Result — Customize | Find | View All | First 1-19 of 19 Last

Payment Details | Additional Info | Vendor Details | Financial Gateway

Source	Payment Reference ID	Post Status	Cancel Action	Cancel Date	Pay Cycle	Seq Num	Bank Account	Bank Account #	Description
VCHR	0000000010	Unposted	No Cancel		SDO1	5	6036	193151256	CHASE
VCHR	0000000011	Unposted	No Cancel		SDO1	5	6036	193151256	CHASE
VCHR	0000000012	Unposted	No Cancel		QUICK3	19	6036	193151256	CHASE
VCHR	0000000013	Unposted	No Cancel		ZH1023	2	6036	193151256	CHASE
VCHR	0000000014	Unposted	No Cancel		ZH1	2	6036	193151256	CHASE
VCHR	0000000015	Unposted	No Cancel		CAS001	2	6036	193151256	CHASE
VCHR	0000000016	Unposted	No Cancel		PCSDO	2	6036	193151256	CHASE
VCHR	0000000017	Unposted	No Cancel		PCSDO	2	6036	193151256	CHASE
VCHR	0000000018	Unposted	No Cancel		ZH1024	2	6036	193151256	CHASE
VCHR	0000000019	Unposted	No Cancel		ZH1024	2	6036	193151256	CHASE
VCHR	0000000020	Unposted	No Cancel		QUICK4	4	6036	193151256	CHASE
VCHR	0000000021	Unposted	No Cancel		CHASE	2	6036	193151256	CHASE
VCHR	0000000022	Unposted	No Cancel		405	2	6036	193151256	CHASE
VCHR	0000000023	Unposted	No Cancel		405	2	6036	193151256	CHASE
VCHR	0000000024	Unposted	No Cancel		XXXSDO	4	6036	193151256	CHASE
VCHR	0000000025	Unposted	No Cancel		MSASDO	2	6036	193151256	CHASE
VCHR	0000000026	Unposted	No Cancel		MSASDO	2	6036	193151256	CHASE
VCHR	LMS12345	Unposted	No Cancel				6036	193151256	CHASE
VCHR	LMS12346	Unposted	No Cancel				6036	193151256	CHASE

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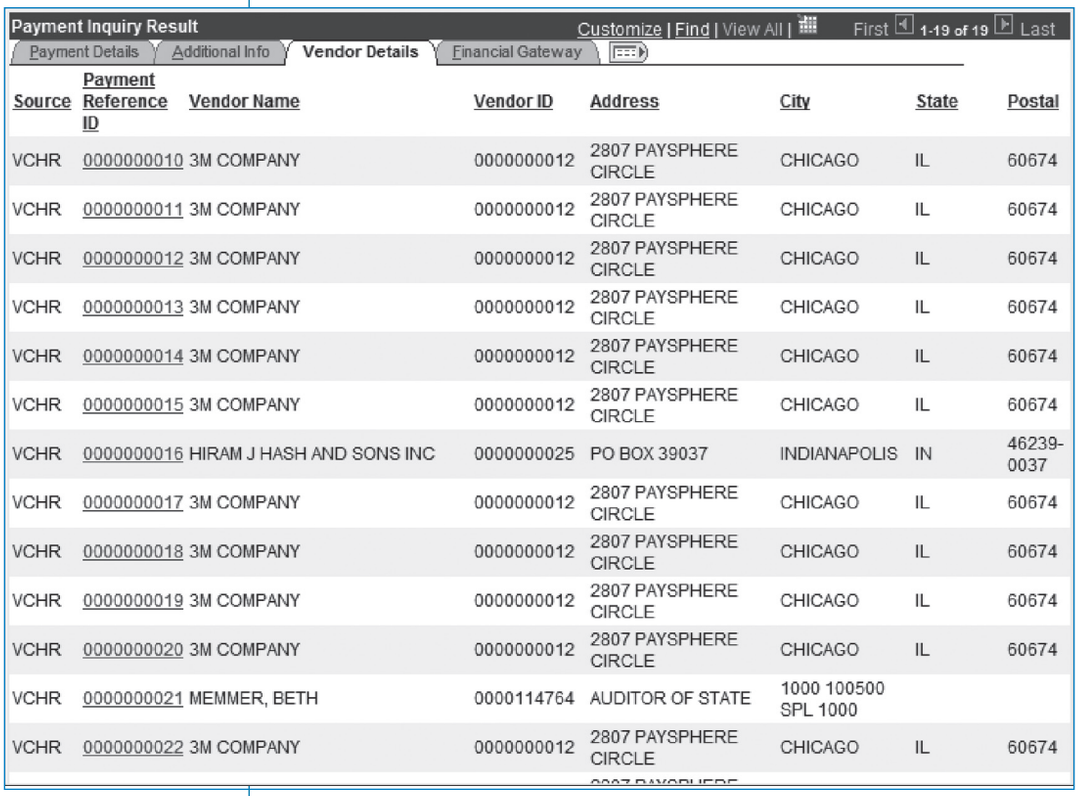
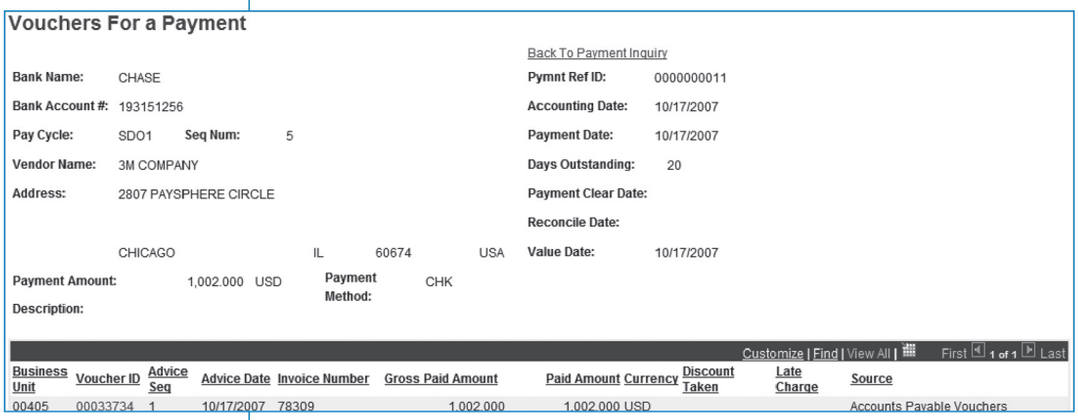


Payment Inquiry Result — Customize | Find | View All | First 1-19 of 19 Last

Payment Details | Additional Info | Vendor Details | Financial Gateway

Source	Payment Reference ID	Vendor Name	Vendor ID	Address	City	State	Postal
VCHR	0000000010	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000011	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000012	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000013	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000014	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000015	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000016	HIRAM J HASH AND SONS INC	0000000025	PO BOX 39037	INDIANAPOLIS	IN	46239-0037
VCHR	0000000017	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000018	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000019	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000020	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000021	MEMMER, BETH	0000114764	AUDITOR OF STATE	1000 100500 SPL 1000		
VCHR	0000000022	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674

APSC77



Vouchers For a Payment

Back To Payment Inquiry

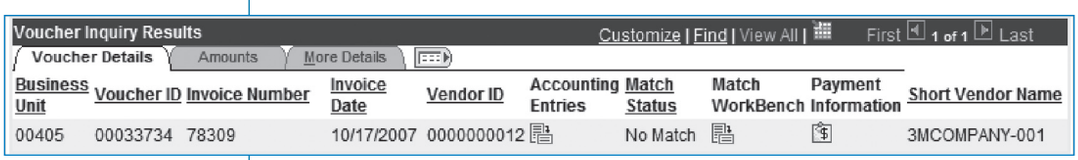
Bank Name: CHASE
Bank Account #: 193151256
Pay Cycle: SDO1 Seq Num: 5
Vendor Name: 3M COMPANY
Address: 2807 PAYSPHERE CIRCLE
CHICAGO IL 60674 USA
Payment Amount: 1,002.000 USD Payment Method: CHK
Description:

Pymnt Ref ID: 0000000011
Accounting Date: 10/17/2007
Payment Date: 10/17/2007
Days Outstanding: 20
Payment Clear Date:
Reconcile Date:
Value Date: 10/17/2007

Customize | Find | View All | First 1 of 1 Last

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
00405	00033734	1	10/17/2007	78309	1,002.000	1,002.000	USD			Accounts Payable Vouchers

APSC78



Voucher Inquiry Results — Customize | Find | View All | First 1 of 1 Last

Voucher Details | Amounts | More Details

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Accounting Entries	Match Status	Match WorkBench	Payment Information	Short Vendor Name
00405	00033734	78309	10/17/2007	0000000012		No Match			3MCOMPANY-001

APSC79

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Chapter 6

Processing SDO Payments

Chapter Objective

This chapter provides instruction on processing SDO payments in ENCOMPASS.

Chapter Objectives

By the end of this chapter, you will be able to:

- Prepare and process Pay Cycle SDO payments
- Prepare and process SDO reimbursements
- Reset Pay Cycles
- Post payments
- Cancel payments

6.1

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Entering SDO Vouchers

To enter an SDO voucher, most of the information you enter is the same as for regular vouchers, as presented in Chapter 2: Entering Vouchers. However, for SDO payments you enter different information on the Payments page.

If your agency runs SDO Pay Cycles to print SDO checks on check stock, you select your agency's SDO Bank and Account, select CHK as the Method, and select SD as the Handling Code. These vouchers will then go through your agency's approval process. After the vouchers have been approved and budget-checked, payments can be created and printed when the SDO Pay Cycle is run.

If your agency writes manual SDO checks and records them in ENCOMPASS, you still enter the vendor, item, and accounting information as for a regular vouchers. On the Payments page, you record the manual payment. You select your agency's SDO Bank and Account. However, before you can record the check number, the SDO voucher must be approved via your agency's approval process. After the voucher is approved, you can record the manual payment. You go to the Payments page, select Record as the Action and enter the Payment Date and Reference. The Method then automatically defaults to MANUAL.

If entering a new voucher:

Navigation

Accounts Payable >> Vouchers > >Add/Update >> Regular Entry>> Add a New Value

If recording manual payment for existing voucher:

Navigation

Accounts Payable >> Vouchers > >Add/Update >> Regular Entry>> Find an Existing Value

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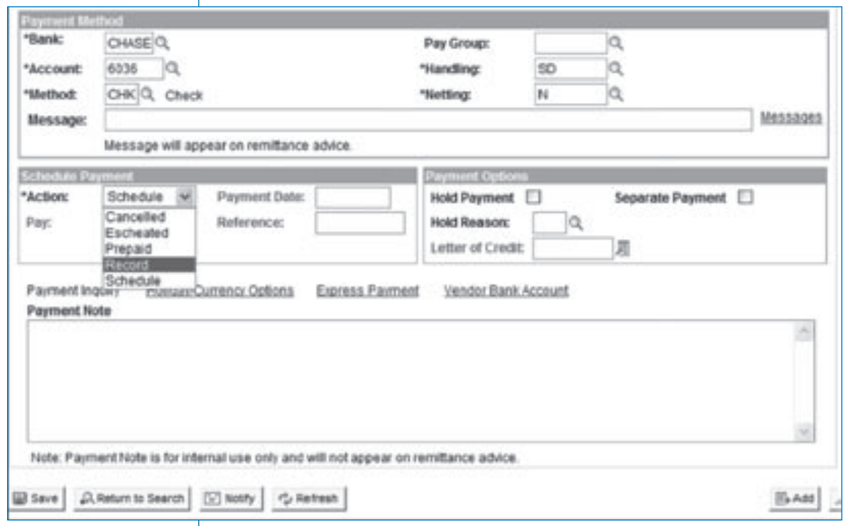
APSC80 Payments page



APSC81

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Step	Action
1	Verify the *Remit To* address.
2	Select your agency's SDO *Bank* and *Account*.
3	Select *SD* as the *Handling Code*.
4	Select *CHK* as the *Method* for payments that will be created via a Pay Cycle.
5	To record a manual payment for SDO payments **only**, select *Record* in the *Action* field in the Schedule Payment section of the voucher. NOTE: The voucher must go through the approval process before a manual payment can be recorded. • **Action** = Record • **Payment** Date • **Reference** = Check Number
6	Select the *Hold Payment* checkbox to prevent a voucher from being paid. You must select a *Hold Reason*. Also, you must enter a detailed explanation in the *Payment Notes* box.
7	Click *Save*.

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Processing SDO Payments

If your agency makes SDO payments by running Pay Cycles in ENCOMPASS, follow the procedures described in this section.

Pay Cycles are used to pay groups of vouchers that share certain characteristics. You can run Pay Cycles over and over again, using the same criteria to select your SDO payments, by simply updating the date information for an existing Pay Cycle. Before SDO vouchers can be picked up in a Pay Cycle, the vouchers must pass budget checking, and they must be approved and posted. SDO vouchers are approved by the agency only; they are not routed to AOS for approval.

To process SDO payments:

A. Define Pay Cycle (if you do not have one already defined)

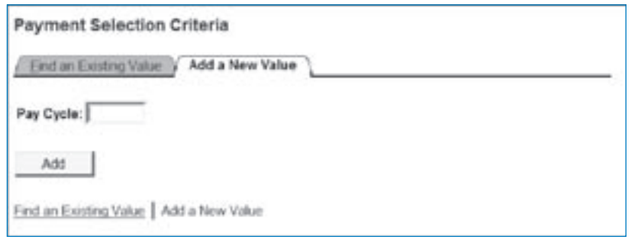
B. Run the Pay Cycle

Navigation

Accounts Payable >> Payments> > Pay Cycle Processing >> Payment Selection Criteria

Procedure | Define Pay Cycle

If you do not have an existing Pay Cycle, use the Add a New Value tab to add a new one. Pay Cycles can be reused; therefore, the Pay Cycle should be named accordingly.

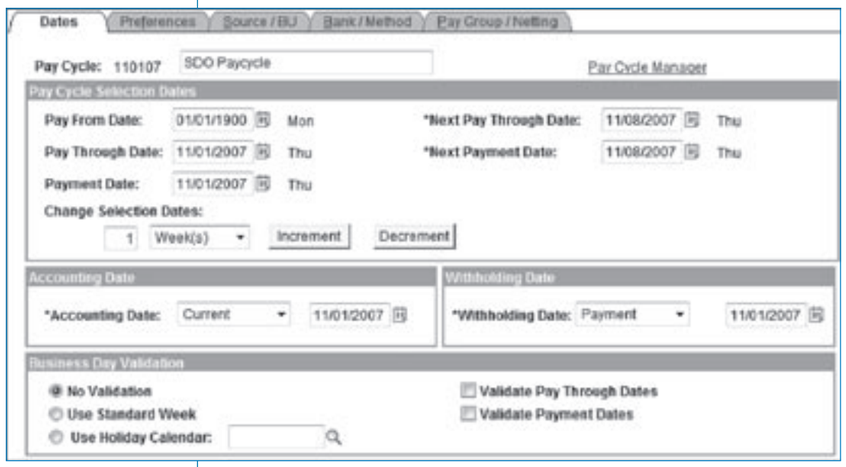


APSC82 Payment Selection Criteria

Step	Action
1	Enter *Pay Cycle* name.
2	Click *Add*.

APT61

On the Dates page, change the Pay Cycle Selection Dates to a range that will select all the SDO vouchers you want to pay.



APSC83 Dates page

Field	Description
Pay From Date	Beginning date of the Pay Cycle. The system compares this date to the scheduled pay date for the voucher payment schedule. If the scheduled pay date is equal to or greater than the Pay From Date, the voucher can be paid in the current Pay Cycle.
Pay Through Date	Ending date of the Pay Cycle. The system compares this date to the scheduled pay date for the voucher. If the scheduled pay date is on or before the Pay Through Date, the voucher can be paid in the current Pay Cycle.
Payment Date	The system tags all payments created in the Pay Cycle with this date and prints it on checks or shows it on other payment methods. It can differ from the Pay Through Date. The scheduled pay date has to be between the Pay From Date and the Pay Through Date so that it is included in the Pay Cycle.
Next Pay Through Date	Enter the end date for the next Pay Cycle payment period. (This date must be equal to or greater than the Pay Through Date.)
Next Payment Date	Enter the payment date for the next scheduled Pay Cycle. You may enter a hypothetical date.

APT62

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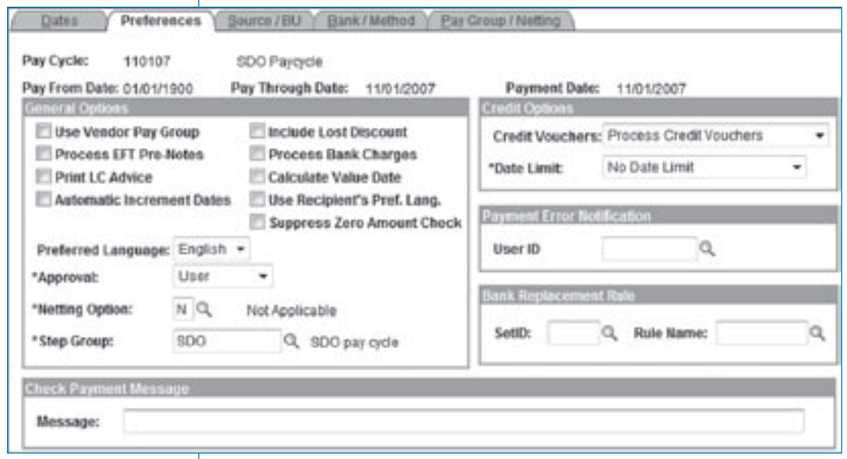
Step	Action
1	In the *Description* field, enter a description for the Pay Cycle, if you are creating a new Pay Cycle.
2	In the *Pay From Date* field, enter 01/01/1900.
3	In the *Pay Through Date*, enter today's date.
4	In the *Payment Date*, enter today's date.
5	In the *Next Pay Through Date*, enter a future date.
6	In the *Next Payment Date*, enter a future date.
7	All of the other fields on the page should stay as defaulted.
8	Click *Save*.

APT63

On this page, most of the options are not used by the State of Indiana for SDO payments. Listed below are the fields that the State uses.



APSC84 Preferences page

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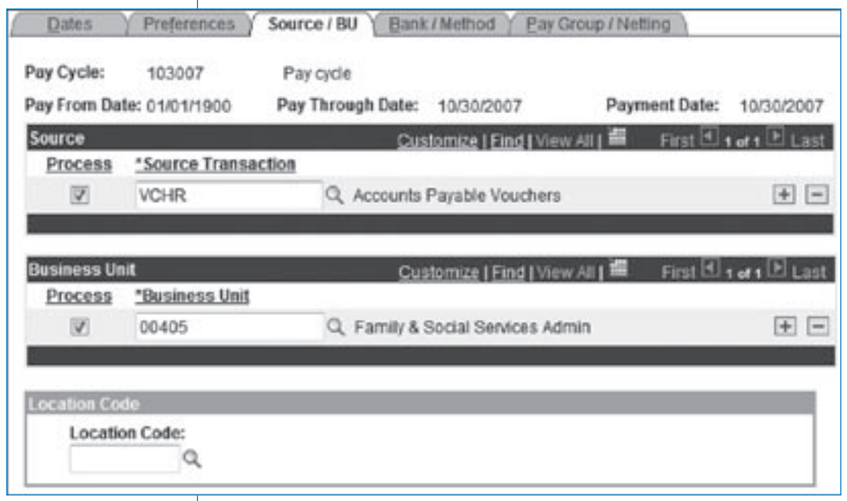
Step	Action
1	In the *Approval* field, enter User.
2	Verify *Netting Option* is *N*.
3	Change *Step Group* to *SDO*.
4	Confirm *Credit Vouchers* shows *Process Credit Vouchers*.
5	Confirm *Date Limit* shows *No Date Limit*.
6	Click *Save*.

APT64

The Source/BU page requires the Business Unit and Location Code information from which the Pay Cycle will be run.



APSC85 Source/BU page

Step	Action
1	Select the *Process* checkbox under the Source header.
2	*Source Transaction* field will always be *VCHR*.
3	Select the *Process* checkbox under the Business Unit header.
4	Change *Business Unit* to appropriate Business Unit.
5	Select the appropriate SDO *Location Code*.
6	Click *Save*.

APT65

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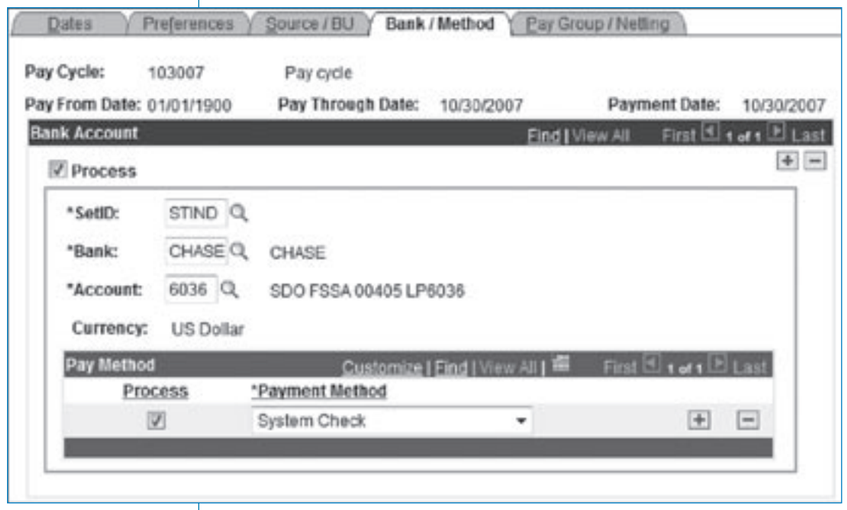
SDO Pay Cycles require data in the following banking information fields.



APSC86 Bank/Method page

Step	Action
1	Verify that the *SetID* is *STIND*.
2	Select the agency's SDO *Bank*.
3	Select the SDO *Account*.
4	Verify that the *Process* checkbox in the Pay Method section is checked.
5	Select the *Payment Method* of *System Check*.
6	Click *Save*.

APT66

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This page is only used by agencies that use vendor Pay Groups. The State of Indiana does not use AR/AP Netting.

APSC87 Pay Group/ Netting page

Step	Action
1	If you use Pay Groups, select the *Pay Group* checkbox.
2	Select the *SetID*.
3	Select the *Pay Group Code*.
4	Add as many *rows* as necessary to include all required Pay Group Codes.
5	Click *Save*.

APT67

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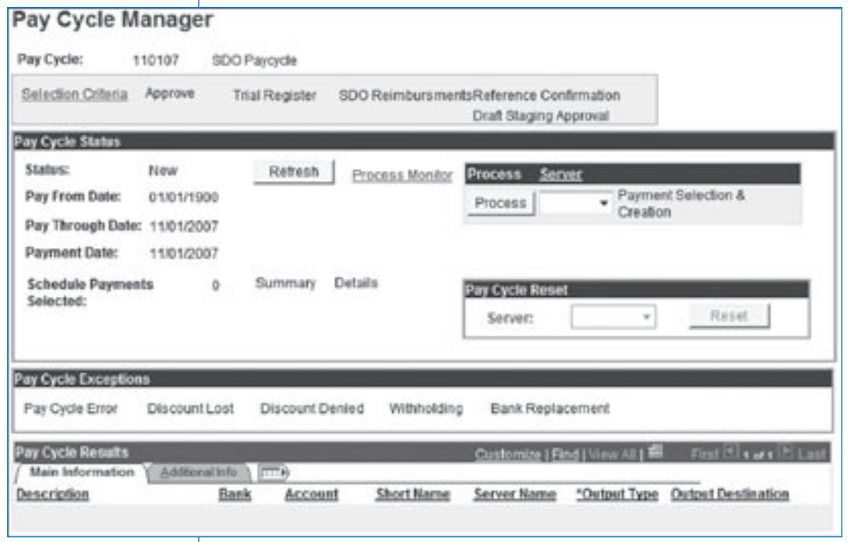
Procedure | Run the Pay Cycle

The Pay Cycle Manager searches for all scheduled payments for all banks and payment methods defined by the Pay Cycle.



APSC88 Pay Cycle Manager

Step	Action
1	Select *PSNT* in the *Server* list (next to the Process button).
2	Click Process to start the Pay Cycle.
3	Click the *Process Monitor* link to see the processing cycle.
4	Click the Refresh button to see the status when the Pay Cycle is complete. Status will change from New to Running to Created.
5	Click the *Trail Register* link to view payments ready for processing.

APT68

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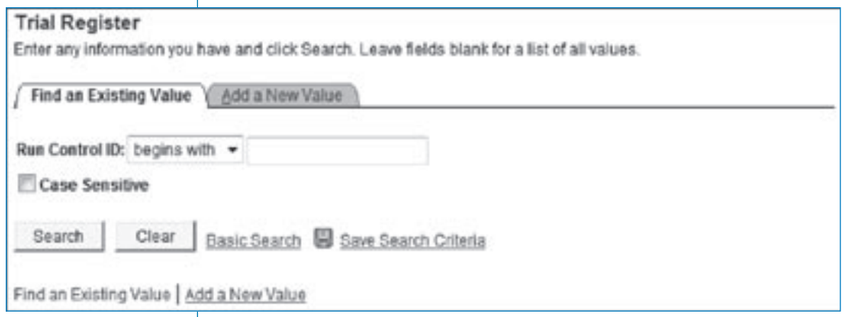
The Trial Register is a report that shows all of the payments. Before running this report for the first time, you need to create a Run Control ID to set up the parameters for running the report. After you have created a Run Control ID, you can reuse it the next time you run the Trial Register.



APSC89 Trial Register

Step	Action
1	Click *Add a New Value*.
2	Enter a value for this report. Note: Run Control IDs must not have any spaces. Use an underscore instead of a space in all Run Control IDs (e.g., TRIAL_REGISTER).
3	Click *Add*.

APT69

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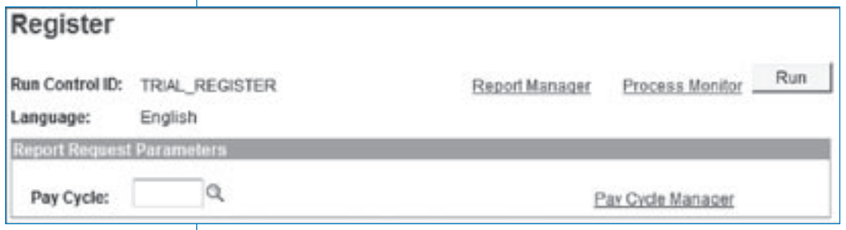
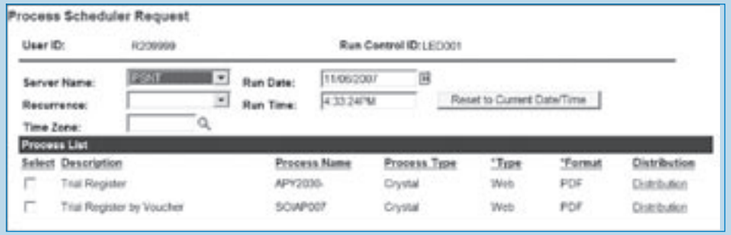
On this page, the report requires the name of the active Pay Cycle.



APSC90 Trial Register

Step	Action
1	Enter the name of the Pay Cycle.
2	Click *Run*.
3	Click the checkbox by *Trial Register by Voucher.*
	 **APSC91**
4	Click *OK*.
5	Click the *Process Monitor* link to view the process running.
6	When process reads *Success* and *Posted*, click *Details* to view the report.
7	Click the *View Log/Trace* link to find the PDF file.

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Step	Action
8	Click the PDF file ink *SOIAP007 3346306.PDF* to view the report. **APSC92**
9	Click *Return*.
10	Click *OK*.
11	Scroll down page and click the *Go back to Trial Register* link.
12	Click the *Pay Cycle Manager page* link to go back to the Pay Cycle Manager page.

APT71

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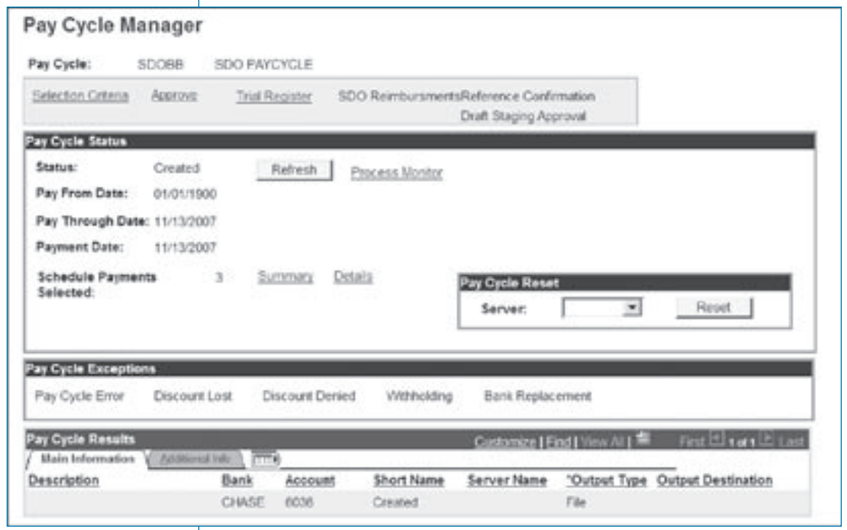
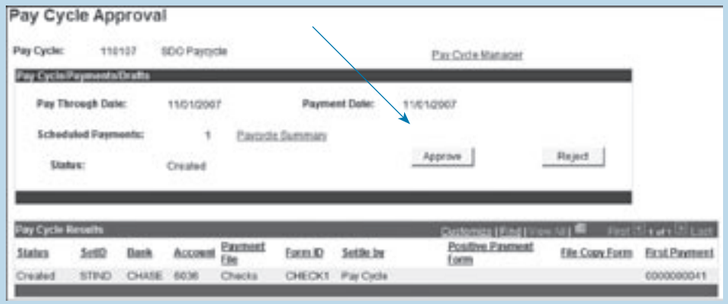
Pay Cycles, just like vouchers, require approval. Click the *Approve* link to move to the Pay Cycle Approval page.



APSC93

Approve

Step	Action
1	To approve the Pay Cycle, click Approve.  **APSC94**
2	To reject, click *Reject* (see the *Rejecting and Resetting Pay Cycles* section of this chapter for the complete Reject process).

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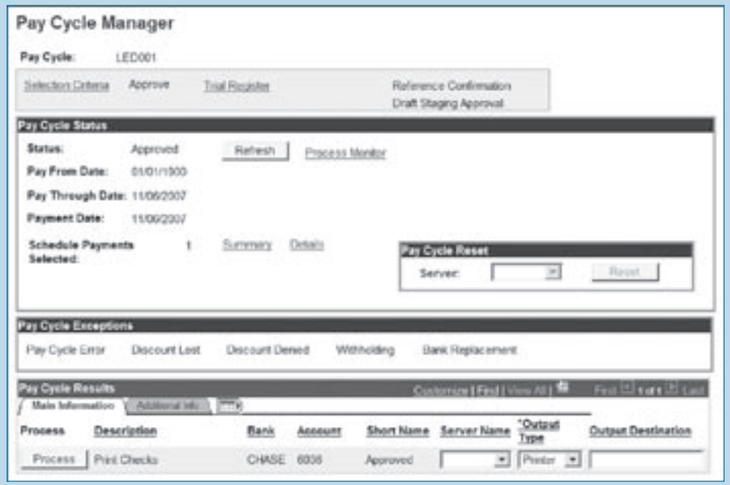
3	An optional step is to click the Paycycle Summary link. This page shows you a listing of all payments, similar to the Trial Register.
4	If approved, click the *Pay Cycle Manager* link.
5	Enter the *Server Name* of *PSNT* (located at the bottom of the page).



APSC95

6	Enter the *Output Type* of *Web*.
7	Click the *Process* button. Status will change to Completed

APT72

NOTE

This Pay Cycle can be re-used for all future SDO Payment Pay Cycles.

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Creating SDO Payment Reimbursements

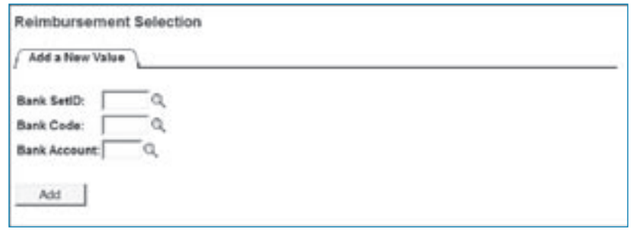
In order for agencies to be reimbursed for their manual and Pay Cycle SDO payments, an SDO Payment Worksheet detailing vouchers paid from the SDO account must be created, approved by the agency, and submitted to AOS for final approval and reimbursement processing.

Navigation

Accounts Payable >> Payments >> SDO Payments Reimbursement >> Create Reimbursement Worksheet

Creating an SDO Reimbursement Worksheet and SDO Transmittal Form

Use the Add a New Value tab to enter the SDO Bank information for the Reimbursement Worksheet.



APSC96 Reimbursement Selection

Step	Action
1	Enter the *Bank SetID.*
2	Enter the *Bank Code.*
3	Enter the *SDO Bank Account.*
4	Click *Add*.

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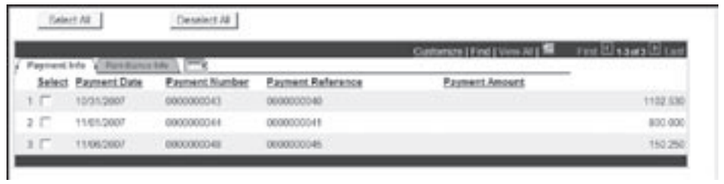
Enter the required select criteria.

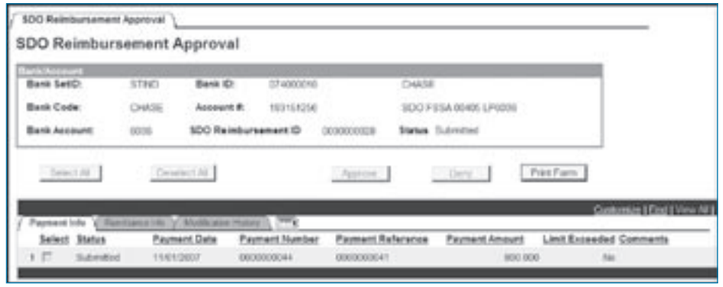
APSC97 SDO Reimbursement Selection

Step	Action
1	Enter *Pay From Date* and *Pay Through Date* (optional).
2	Enter *Payment ID From* and *Payment ID To* (optional).
3	Click the *Search* button.
4	Select the payments to be added to the SDO Reimbursement Worksheet.



APSC98

5	Click the Submit For Approval button.
6	The selected payment lines status is updated to Submitted, and the SDO Reimbursement ID is assigned. The Print Form button becomes available.



APSC99

7	Click the Print Form button.
8	SOIAP026 will process using the SDO Reimbursement ID as the Run Control ID.

APSC100

9	When the process completes, click the *Details* Link and then click the *View Log/Trace* link.

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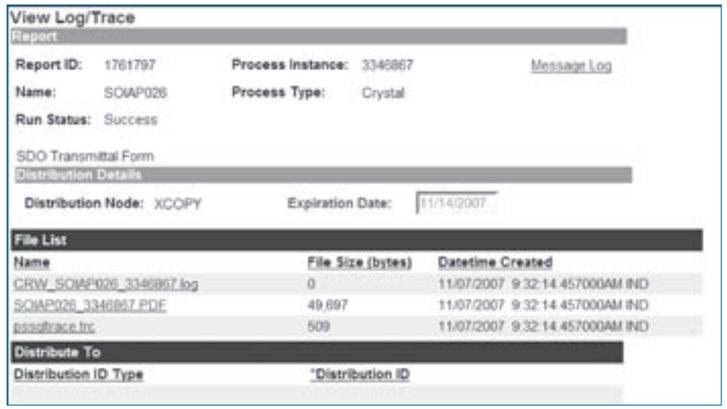
10	To open the SDO Reimbursement Worksheet for review and printing, click the SOIAP026_3346867.PDF. (The PDF naming convention is 'SOIAP026_' +'Process Instance'.)


View Log/Trace

Report

Report ID: 1761797 Process Instance: 3346867 Message Log

Name: SOIAP026 Process Type: Crystal

Run Status: Success

SDO Transmittal Form

Distribution Details

Distribution Node: XCOPY Expiration Date: 11/14/2007

File List

Name	File Size (bytes)	Datetime Created
CRW_SOIAP026_3346867.log	0	11/07/2007 9:32:14.457000AM IND
SOIAP026_3346867.PDF	49,697	11/07/2007 9:32:14.457000AM IND
pssqltrace.trc	509	11/07/2007 9:32:14.457000AM IND

Distribute To

Distribution ID Type *Distribution ID

APSC101

11	Print the SDO Payment Reimbursement/SDO Transmittal Form and have it WET SIGNATURED by the SDO Officer. **NO SIGNATURE STAMPS ACCEPTED**.

SDO Transmittal Form

SDO Reimbursement ID: 0000000027

Business Unit: 00405

Bank Account: 193151256

Local Purchasing Number: 502296009

SDO Officer: MEMMER, BETH

Print Date: 11/7/2007

Bar code information includes

SDO Certification

Vendor ID	Vendor Name	Expenditure Account/ Fund	Voucher ID	Payment ID	Payment Date	Gross Amount	Single Pymnt Limit exceeded
0000005509	IKON OFFICE SOLUTIONS		00000848	0000000042	10/31/2007	1,578.41	Yes
		112261 10020					
0000000012	3M COMPANY		00033796	0000000049	11/7/2007	2,500.00	Yes
		112261 10020					
					Total	4,078.41	

APC02

12	Physically send the signed SDO Transmittal Form to AOS.

APT74

Resetting Pay Cycles

Resetting the Pay Cycle allows you to deselect vouchers for payment after you run a Pay Cycle but before you print the checks. For example, after reviewing the Trial Register, you may find errors or decide that you do not want to pay certain vouchers that were selected. If so, you must reset the Pay Cycle, make corrections or put vouchers on hold so they won't be selected in the Pay Cycle, and then rerun the Pay Cycle.

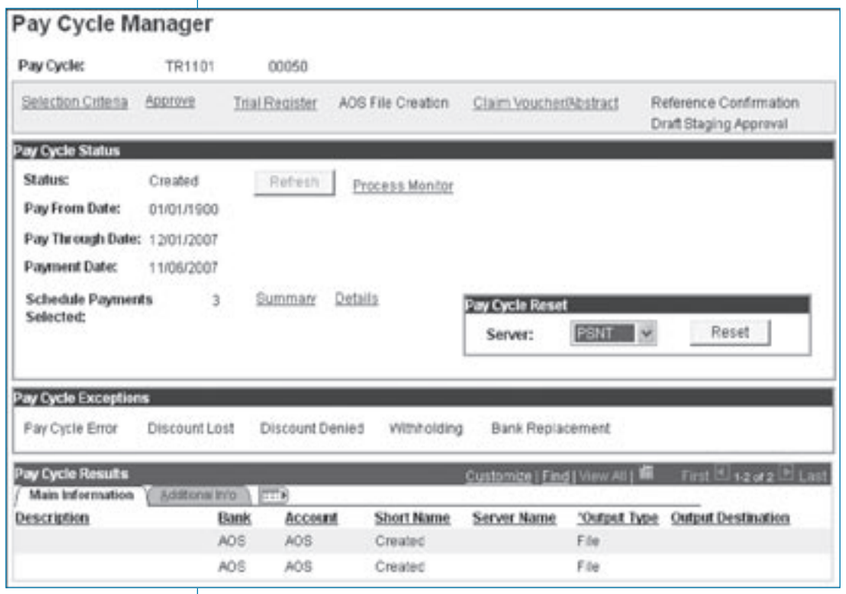
After you correct vouchers and take them off hold, they must again go through document tolerance, budget-checking, and approvals. Then they will be picked up in the next Pay Cycle.

NOTE

If you have approved the Pay Cycle, you must reject it before you can reset it. See Rejecting a Pay Cycle in this chapter.

Navigation

Accounts Payable >> Payments >> Pay Cycle Processing >> Pay Cycle Manager



APSC102 Pay Cycle Manager

Step	Action
1	In the Pay Cycle Reset box, select *PSNT* as the *Server*.
2	Click the *Reset* button.

APT75

APSC103 Warning Message

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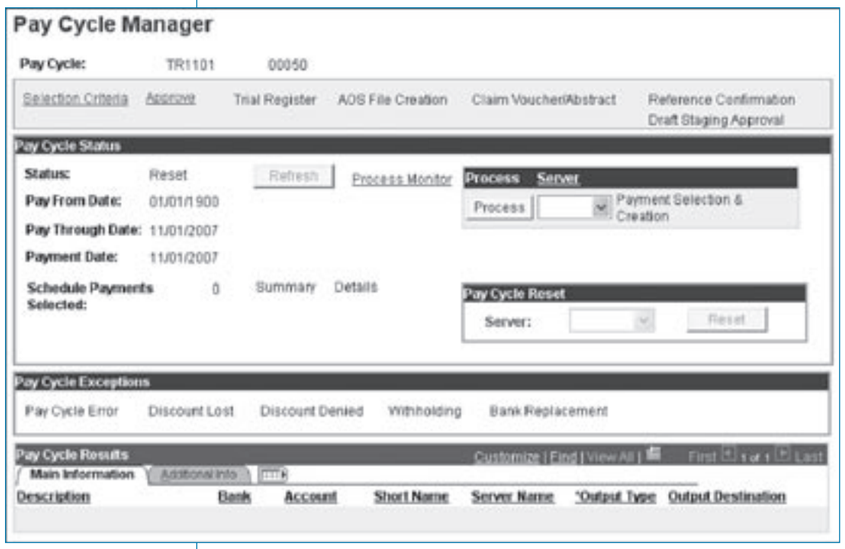
Step	Action
3	Click *OK*.

APT75b

The Status is Reset.



APSC104 Pay Cycle Manager

Step	Action
4	Write down the Pay Cycle ID so you can easily find the Pay Cycle when you are ready to re-create the payments
5	Make corrections to vouchers as needed. Or, you can put problem vouchers on hold to correct later and run the Pay Cycle again right away, to avoid holding up other payments in the Pay Cycle.
6	After making corrections or putting problem vouchers on hold, navigate to Pay Cycle manager and find the Pay Cycle.
7	Select the *Server* and click the *Process* button to rerun the Pay Cycle.
8	To complete the payment processing, follow the steps outlined in the Processing SDO Payments section.

APT76

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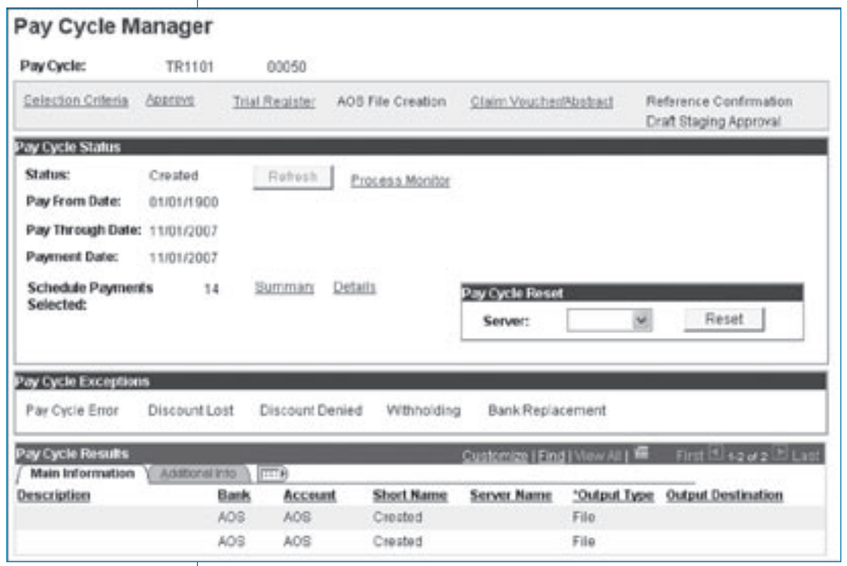
Rejecting a Pay Cycle

If you have approved a Pay Cycle and need to reset it, you must first reject the Pay Cycle.



APSC105 Pay Cycle Manager

Step	Action
1	Click the *Approve* link.

APT77

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APSC106 Pay Cycle Approval

Step	Action
2	Click the *Reject* button.

APT78

The Reject button is grayed out and the Status is Rejected.

APSC107 Pay Cycle Approval

Step	Action
3	Make corrections as needed. Write down the Pay Cycle ID so you can easily find the Pay Cycle when you are ready to create the payments
4	After making corrections, navigate to Pay Cycle manager and find the Pay Cycle.

APT79

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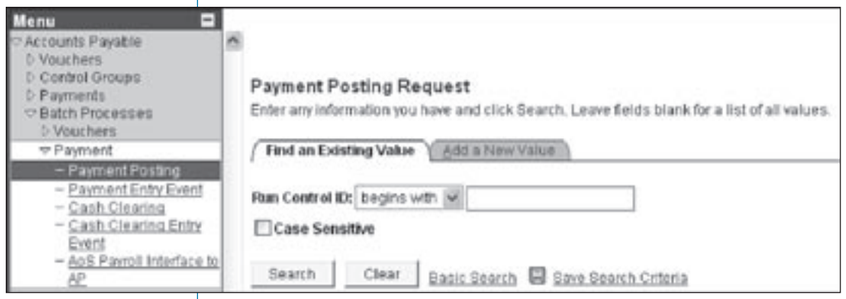
Posting Payments

Payments are automatically posted in a batch process that runs overnight. Payment posting creates the accounting entries that offset the liability created by the voucher and credit the cash account. These entries are posted to the general ledger when the Journal Generator process runs.

Most users will not be able to post payments. However, a few users will have access to unpost payments.

Navigation

Accounts Payable >> Batch Processes> > Payment >> Payment Posting



APSC108 Payment Posting Request

Step	Action
1	If this is the first time you are running this process, click the *Add a New Value* tab and enter a *Run Control ID*. Any subsequent times, click *Find an Existing Value* and select the *Run Control ID* defined previously.
2	Click *Search*.

APT80

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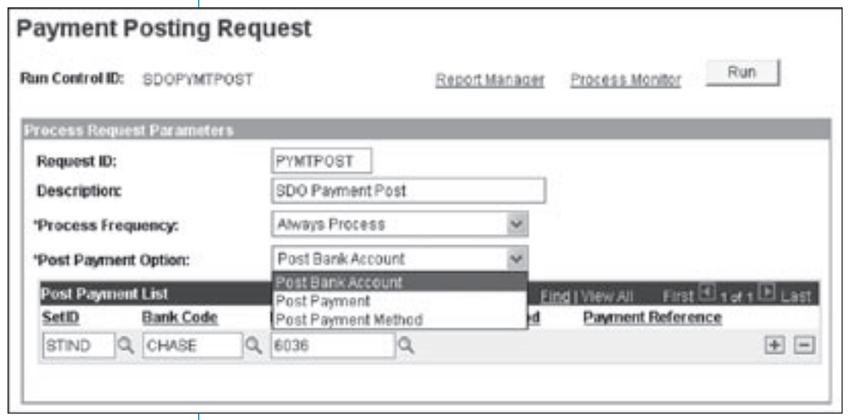

APSC109 Payment Posting Request

Step	Action
3	Enter a value in the *Request ID* field.
4	In the *Description* field, enter *SDO Payment Post.*
5	In the *Process* Frequency drop-down box, select *Always Process.*
6	In the *Post Option* drop-down box, select Post Bank Account. Other options are Post Payment and Post Payment Method.
7	In the Payment Options box, enter the *Set ID*, the *Bank Code*, and the *Bank Account.*
8	If you want to post payments from more than one bank or bank account, click + to insert rows.
9	Click *Save*.
10	Click *Run*.

APT81

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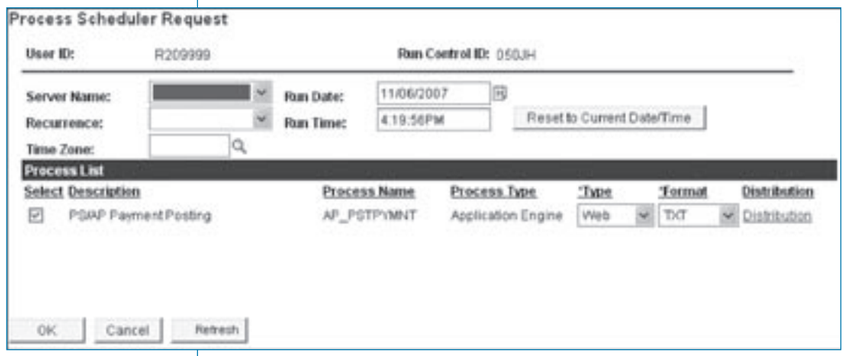
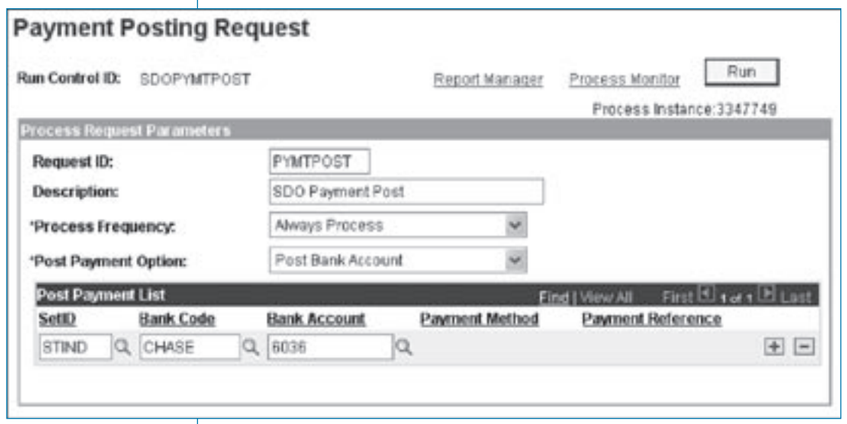


APSC110 Process Scheduler Request

Step	Action
11	Click *OK*.

APT82



APSC111 Payment Posting Request

Step	Action
12	Click the *Process Monitor* link.

APT83

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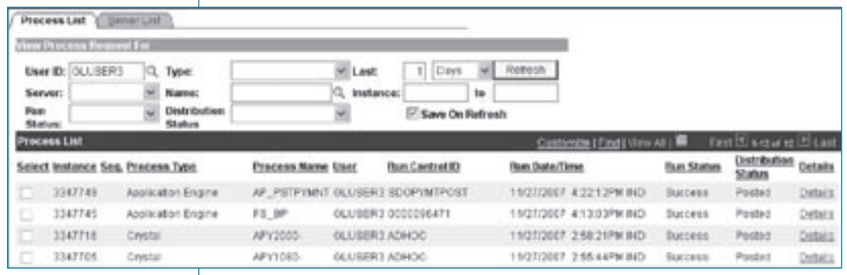

APSC112 Process List

Step	Action
13	Click the *Refresh* button until Run Status is *Success* and Distribution Status is *Posted*.
14	Run query SOIAP0014 to verify that payments have been posted. The query only returns payments that have not been posted; therefore, if your payments do not show up, they posted successfully.

APT84

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Canceling Payments

There times when you may need to cancel an SDO payment. Agencies have the ability to cancel SDO payments only. If you need to have a payment executed by AOS canceled, contact AOS.

- To cancel a payment before it is sent out, **void** it in ENCOMPASS. The system automatically reconciles a voided payment. (This is the most common situation at the State.)
- To record a stop payment on a check that has already been sent out and that you've asked the bank to stop payment on, **stop** payment in ENCOMPASS.
- To handle checks or ACH payments that were bounced back, i.e., rejected by the vendor or bank for various reasons, **void** the payment in ENCOMPASS.

The cancellation takes effect after payment posting runs (which occurs overnight). After a payment is canceled and payment posting runs, **ENCOMPASS backs out all payment information for the vouchers affected by a canceled payment.** You can choose to have the voucher *reopened* or *closed*. If you choose to reopen and reissue the voucher, the voucher will be made available for selection in the next Pay Cycle (after payment posting is run). If you choose to close the voucher, it will be closed the next time voucher posting runs.

NOTE

Before a payment can be canceled, the payment must be posted. You can verify whether a payment is posted by running query SOIAP004. If the payment appears on the query, it is not posted; the payment cannot be canceled until the payment posting process runs (which runs every two hours).

Navigation

Accounts Payable > Payments >> Cancel/Void Payments >> Payment Cancellation

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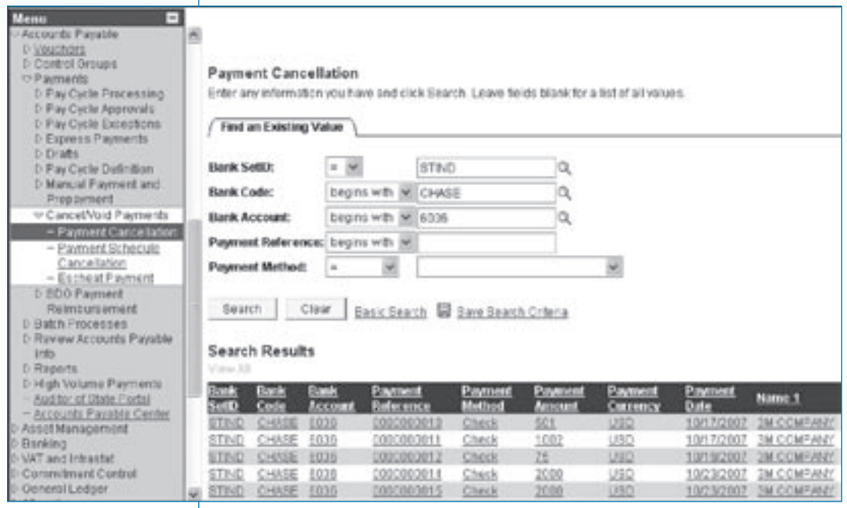

APSC113

Payment Cancellation

Step	Action
1	Enter the *Bank Code* and *Bank Account*. (If you know the *Payment Reference* number, you can enter it.)
2	Click *Search*.
3	Select the payment you want to cancel.

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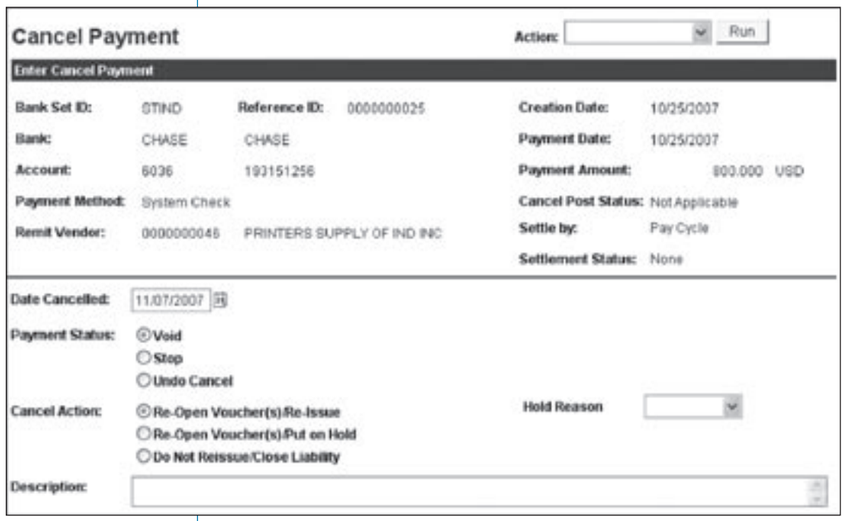

APSC114 Cancel Payment

Step	Action
4	Select *Void* or *Stop*.
5	If you want to reissue the payment immediately, select *Re-Open Voucher(s)/Re-Issue*.
6	If you need to make changes to the voucher before reissuing payment, select *Re-Open Voucher(s)/Put on Hold*.
7	If you do not want to reissue the check, select *Do Not Reissue/Close Liability*.
8	In the *Description* field, enter the reason for canceling the payment.
9	Click *Save*.

APT86

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Reconciling SDO Bank Accounts

This section provides high-level steps for the manual and semi-manual bank reconciliation processes in ENCOMPASS.

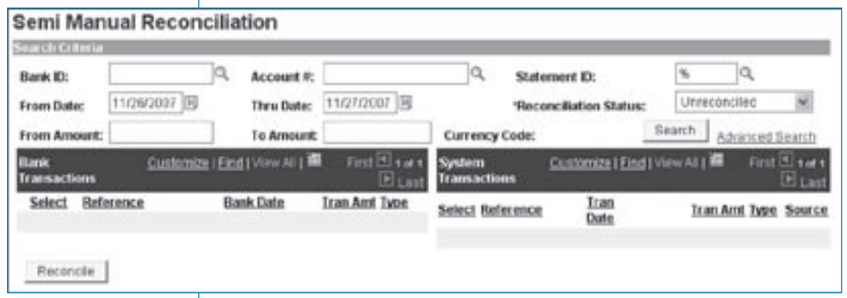
Navigation

Banking >> Reconcile Statements >> Semi-Manual Reconciliation

Navigation

Banking >> Reconcile Statements >> Manual Reconciliation

Reconcile statements semi-manually when there is not a one-to-one match between your bank and system transactions and you have reconciliation exceptions. Or, you can reconcile bank statements after entering a hardcopy bank statement online.



APSC115 Semi-Manual Reconciliation

Step	Action
1	Enter *Bank ID*, *Account #*, *Statement ID*, and *date range*.
2	Click the *Search* button.
3	Select items to reconcile.
4	Click the *Reconcile* button.

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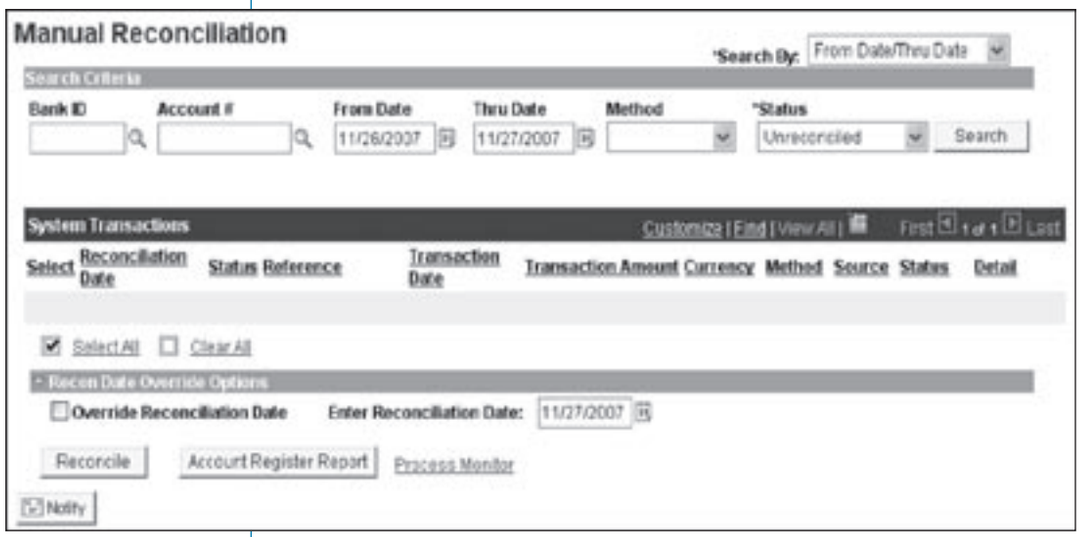
Use the manual reconciliation process to reconcile statements for banks that do not provide an electronic file of their transaction data.



APSC116 Manual Reconciliation

Step	Action
1	Enter *Bank ID, Account #,* and *date range.*
2	Click the *Search* button.
3	Select items to reconcile.
4	Click the *Reconcile* button.

APT88

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